

SONS OF CONFEDERATE VETERANS CAMP PROCEDURAL MANUAL



This Camp Procedural Handbook is intended to assist the Camp Officers in the execution of duties for their respective office. It should be retained in the possession of the Camp Adjutant at all times and passed along when a new Adjutant assumes that responsibility. Additional copies or replacement copies may be obtained from GHQ at a reproduction and shipping cost determined by the General Executive Council

Periodic page changes to the handbook will be provided by GHQ to the Camp Adjutant as they are made and for that reason the Adjutant should house the handbook in a loose leaf binder where page changes can be made with ease.

TABLE OF CONTENTS

Section 1 Introduction to the Sons of Confederate Veterans (SCV) — a brief history of our organization

Section 2 Organizational Structure of the SCV — includes a breakdown of its component parts from our General Headquarters down to the local camp

Section 3 General Headquarters — our elected and appointed staff

Section 4 Camp — its officers and their duties

Section 5 Details of Adjutant's duties

Section 6 Camp Committees

Section 7 Camp Meetings — places, how to conduct, pledges and protocol

Section 8 Camp Elections

Section 9 Camp Newsletter

Section 10 Camp Activities and Memorial Services

Section 11 Camp Finances and Taxes

Section 12 Other Affiliated and/or “like-minded” Organizations

Appendices

Appendix A. General Headquarters

Appendix B. Miscellaneous Camp forms

Appendix C. SCV Constitution and By-laws

Appendix D. Standing Orders

Appendix E. SCV Organization Affiliation Policy

Appendix F. Sample Camp Constitution and By-laws

Appendix G. Salesforce Training for Commanders and Adjutants

Section 1: INTRODUCTION TO THE SONS OF CONFEDERATE VETERANS

A Brief History of the SCV

The Sons of Confederate Veterans (SCV) are the direct descendants of the United Confederate Veterans (UCV), a voluntary organization of many of the veterans who fought so gallantly for the Confederacy during its brief existence (1861-1865.) The USCVC (United Sons of Confederate Veterans) was organized at Richmond, Virginia in 1896 at the Reunion of the UCV. The USCVC was shortened to SCV at the 1912 Reunion in Macon, Georgia. Initially the SCV was charged with two duties. These were (1) assisting the UCV and its elderly members at their conventions and other activities and (2) ensuring that the true history of the Confederacy and its struggle be accurately documented.

The SCV continues to exist and grow as an historical, patriotic, and non-political organization dedicated to ensuring that a true history of the 1861-1865 period is preserved. It is driven by the Charge given to the Sons by Lieutenant General Stephen Dill Lee in 1906. That Charge is as relevant today as it was when it was given.

“To you, Sons of Confederate Veterans, we will commit the vindication of the cause for which we fought. To your strength will be given the defense of the Confederate soldier’s good name, the guardianship of his history, the emulation of his virtues, the perpetuation of those principles which he loved and which you love also, and those ideals which made him glorious and which you also cherish.”

*Lieutenant General Stephen Dill Lee
Commander-in-Chief, UCV
April 25, 1906 — New Orleans, Louisiana*

Membership is open to all male descendants (direct or collateral) of any person who served honorably in the Confederate armed forces. The SCV is not affiliated with any organization.

The SCV Brochure “Discover your Confederate Heritage”

Our General Headquarters has produced a full color brochure which explains our organization from its inception to its purpose today. It is an excellent overview of our organization for those who have little or no knowledge of our existence and purpose. Copies of the informational/recruiting brochure may be obtained from our General Headquarters at Elm Springs for the cost of shipping.



Section 2: ORGANIZATIONAL STRUCTURE OF THE SONS OF CONFEDERATE VETERANS

The SCV has the minimum organization needed to be consistent with its long-term survival and adherence to its original goals. Each Camp makes most of the decisions necessary for its existence and to carry out its programs. The higher levels of the organization exist to assist the camps, to implement policy and to serve as a clearing-house for ideas. Structurally, the organization is centered on the camp and its support with the other layers of responsibility as outlined below:

General

The members acting through elected delegates govern the SCV. The General Headquarters is located at Elm Springs, near Columbia, Tennessee. An Executive Director, who is a paid administrator of the organization, manages the Headquarters staff. The General Executive Council (GEC) serves as the board of directors to govern the organization between Conventions/Reunions. Our elected and appointed General officers have the responsibility to oversee the operations of the total SCV organization.

Departments/Armies

To make it easier to manage and support the geographical area that is covered by the General organization, the country is broken down into three Departments that are called the Army of Northern Virginia, the Army of Tennessee, and the Army of Trans-Mississippi. Again, to manage this level of the organization, officers are elected and aides are appointed who have oversight for their respective Departments.

Divisions

Within each Department are several state level organizations called Divisions that are generally in geographical proximity to one other. Each state having five camps is known as a Division. The Commander-in-Chief may also form a provisional Division where a state or territory has at least two Camps. Divisions have a set of officers and aides to help manage and support the organization at this level. The Division organization has responsibility for all camps in a particular state. The Division Executive Council is responsible for exercising the authority of the Division between Division Convention/Reunions.

Brigades

In Divisions with a large number of camps where management and support is difficult, intermediate organizations known as brigades may be formed. Brigades are established to even out the workload, assist the Division Commander, and to provide quicker assistance and support for all camps. As an example a Division may be divided into an appropriate number of brigades, each complete with its own officers and aides. An example might be the Northeast, Northwest, Middle West, Middle East, Southeast and Southwest.

Camps

The backbone of the SCV is the individual Camp. Some may be as small as to have only seven members (the constitutionally required minimum), while many average forty members. Some camps have the same name and number of a previous SCV camp that may have existed in the same area in the preceding years. New SCV camps may request the assignment of the name and number of a former SCV Camp if it expects to serve the same general area as its predecessor. Otherwise, the Camp may choose any name that will relate the camp to the community it serves or to the Camp's proposed activities. General Headquarters will assign the Camp with a number.

Section 3: General Headquarters

General Officers

General Officers for the entire organization are elected by the membership for a two-year term at the General Convention/Reunion in even numbered years. Those officers elected are the Commander-in-Chief, Lieutenant Commander-in-Chief, a Army Commander and a Councilman from each Department to serve on the General Executive Council. www.scv.org as well as GHQ contains a listing of the current General Executive Council.

Outlined below is the constitutionally defined authority for the balance of the General Staff and their aides. A more complete description of the roll and responsibility of the General Officers is included in Appendix F and the General Organization's Constitution and By-laws.

Commander-in-Chief

The Commander-in-Chief will appoint the following officers to be members of his staff: Chief of Staff, Adjutant-in-Chief, Judge Advocate-in-Chief, Chaplain-in-Chief, Chief of Heritage Operations, and other positions such as assistants and aides as are necessary.

Adjutant-in-Chief

The Adjutant-in-Chief, will be appointed to a two-year term and may be removed by the General Executive Council upon recommendation of the Commander-in-Chief. The Adjutant-in-Chief may serve consecutive terms in office.

General Executive Council

Between General Convention/Reunions, the administrative power will be vested in General Executive Council. This Council will be composed of the Commander-in-Chief, the Lieutenant Commander-in-Chief, the Adjutant-in-Chief, the Chief of Staff, the Judge Advocate-in-Chief, the Chaplain-in-Chief, the Chief of Heritage Operations the three Army Commanders, the three Army Councilmen and the three immediate Past Commanders-in-Chief. The SCV General Executive Council has all of the necessary powers in the administration and regulation of the business of the Confederation, which are not specifically delegated to or made a part of the duties of some other elected official.

General Convention/Reunion

The legislative body of the SCV will be the General Convention/Reunion. The Convention/Reunion convenes annually between the dates of June 26 and August 1. Every member of the SCV is eligible to attend the meetings of any organization belonging to the SCV. However, only those duly designated delegates are eligible to vote during the Convention/Reunion.

Confederate Veteran Magazine

The *Confederate Veteran* is the official publication of the Sons of Confederate Veterans. This magazine is published bimonthly under the direction of the Editor-in-Chief and mailed to all members in good standing. The subscription is paid when camp dues are received. If a member should have problems in receiving his copy, he should contact his Camp Adjutant who will work with GHQ to rectify the problem.

Section 4: CAMP

Each Camp is required to prepare and adopt a Constitution and By-laws. This provides the camp with a legal framework for its activities. A suggested Constitution and By-laws that could be applicable to any camp is contained in Appendix H. If your Camp has already adopted a Constitution and By-laws, add those two documents to Appendix H and remove the example documents to avoid possible confusion.

Camp Officers and their duties:

Commander

The Commander has a unique responsibility to lead, encourage, assist, guide, maintain *esprit de corps*, and above all, to work to achieve harmony within the camp. While an SCV camp is a democratically run organization, the camp Commander does have the overall responsibility for the camp he has been elected to serve. The Commander presides at all meetings or otherwise designates his subordinate officers to do so. He is nominated for office by a nominating committee, or from the floor. He will appoint all non-elected officers and all necessary committees and will perform such other duties as are usually incident to the office. He will fill all vacated offices occurring during his administration until the next election of officers, with the advice and consent of the Camp Executive Council.

Lieutenant Commander

His authority is second only to the Commander. He presides in the absence of the Commander. Upon the resignation or death of the Commander, the Lieutenant Commander automatically becomes Commander for the unexpired term. He usually chairs the Programs Committee. He represents the Commander at all memorial services when the Commander is not present. The Lieutenant Commander is also a member of the Camp Executive Council.

Second Lieutenant Commander

The Second Lieutenant Commander is not a required position, but is a position developing the future leadership of the camp and possible future Camp Commander. He serves at the direction of the Commander and usually chairs the membership committee. He is authorized to represent the camp whenever the above officers cannot be present. However, he does not have the authority to speak for the Commander or the camp unless given that authority by the Commander. Some very large camps may even choose to have a Third and Fourth Lieutenant Commander to ease the burden of the above officers.

Adjutant

The Adjutant may serve more than one term and a good one should be encouraged to continue in his post. The duties and responsibilities of Adjutant include those duties performed in many organizations by Secretary, Treasurer and registrar. In many camps a Treasurer, a Secretary, a Genealogist or several other positions may assist the Adjutant. His position is the most critical for the camp's continued growth and administrative responsibilities. An individual who procrastinates should not be considered for this office. This office and its complexities require an entire section of its own. Details are therefore contained in Section 7 for the Adjutant's position within the camp.

Chaplain

A man with strong religious convictions usually fills this office. He will open and close all meetings with an invocation and a benediction. He serves at various memorial services and funerals. He should have the responsibility to send get-well cards to the sick. He should report to the camp on the condition of members and needs during

their illnesses and recuperation. The Chaplain should order flowers for the deceased, at the camp's expense and with the approval of the Camp's Executive Council. He must also prepare a report of death for each deceased member and forward this to the Chaplain-in-Chief.

Treasurer

Not all Camps have the office of Treasurer. In smaller camps, a Treasurer's duties are often included in the duties of the Adjutant. The duties of the Camp Treasurer, where one exists, are extracted from those duties that would otherwise fall upon the Adjutant. The Treasurer handles the business affairs of the camp. He posts dues payments and sees that bills are paid. He handles the banking arrangements of the Camp and writes the checks. The Camp may decide to have this officer bonded.

Historian

This officer has the responsibility of collecting and recording the camp's history, and other significant data worthy of saving for the current camp membership and also for future generations. If the camp succeeded a UCV camp, a special effort should be made to retrieve and report on such history. The Historian also preserves rosters, mailing address lists and aids in research necessary, for graves registration and individual ancestor research. Copies of any old UCV camp historical files should be made and forwarded to the General Headquarters where the files will be maintained for historical research purposes.

Judge Advocate

The Judge Advocate advises the camp in legal matters, in the drawing up of resolutions and in interpreting the Camp's Constitution and By-laws. He also serves as legal advisor to the Commander. He may also serve as a referee and parliamentarian in a Camp dispute and/or debate under the direction of the Commander. If possible, he should be an attorney.

Surgeon

A medical doctor, or one who has special training in first aid usually fills this office if available. As the Camp Surgeon, he would care for any member who suddenly becomes sick during a Camp business meeting, trip or memorial service.

Quartermaster

This officer is responsible for the care of Camp flags, supplies, and other equipment. He will see that necessary equipment and supplies get to the meeting place, to memorial services, to campsites, firing demonstrations, parades, etc. in a timely manner so as to be used effectively.

Sergeant-at-Arms

He is responsible for maintaining order and decorum in the meeting place. The Sergeant-at-Arms will also serve in parades as the Color Sergeant and attend memorial services, firing demonstrations, and at other camp events.

Section 5: DETAILS OF AN ADJUTANT'S DUTIES

It is useful for Adjutants to have some guidelines to make the performance of their duties easier and more accurate since these duties are detailed and repetitive in nature. Additionally, these guidelines will permit all camps to operate in a similar manner. In camps where there is also a Treasurer, some of the Adjutant's fiscal duties will be given to the Treasurer. It is essential when there is both a Treasurer and an Adjutant that each has a clear understanding of the duties assigned to him. Duplication and problems can be avoided by ensuring responsibilities are clearly delineated.

Adjutant's Duties

The Adjutant must process new member applications, collect dues (per capita tax), take minutes, give the Treasurer's report, record and administer the roll call, pay bills, process transfers and deceased member reports, order supplies, process and file resolutions, keep records current and pass dated records to the Historian. The Adjutant will report delinquent members to the membership committee. It is not uncommon to have this officer bonded and/or to have another officer cosign checks to preclude any possible impropriety with the camp's funds.

Preparedness

When processing a new member application, it is very important to complete this task immediately after receiving the application from the membership committee. If an application for membership is received directly by the Adjutant, then he should forward the application to the Membership Committee for approval. There are a number of steps that may be made easier with some preliminary preparations such as keeping all paper and supplies available in one place. Ten, twenty, or as many as fifty envelopes may be stamped with the return address of the camp and with postage stamps applied ahead of time. Also, several envelopes may be addressed to General and to Division Headquarters. Camps who have their membership data saved on computer files may want to use adhesive address labels.

It is recommended to keep a supply of lapel pins, wallet membership cards, membership applications, and processing forms such as Transfer, Annual Report, and submittal forms. Also, camps may want to maintain camp certificates, auto decals and tags, deposit slips, and a merchandise price list from General Headquarters. Always make a copy of documents passing over your desk and keep your filing up to date.

Processing a New Member

It is recommended to have the following items and documents readily available before you begin processing a new application.

1. Application for membership with supporting documents
2. Check from member
3. Camp membership record book (may be on computer)
4. New member page (may be on computer) (see Appendix E)
5. Blank submittal form for General and Division Headquarters (see Appendix E)
6. Letter of acceptance to new member (see Appendix E)
7. Check book with deposit slip
8. Stamp for endorsing the back of the check — "For Deposit Only"

9. Stamped envelope addressed to General Headquarters
10. Stamped envelope addressed to Division Headquarters
11. Stamped envelope addressed to new member
12. Lapel pin, membership card, certificate, auto decal, and other item(s) normally given to new member.

Initial Cost To New Member

1. \$5.00 Registration fee to General Headquarters
2. \$35.00 Per Capita tax to General Headquarters
3. \$10.00 Large Membership Certificate (optional) (no charge for small certificate)
4. \$ Per Capita Tax to Division Headquarters (Division dues)
5. \$ Per Capita Tax to Camp Treasury (Camp dues)
6. \$ Supplies ordered for new member (lapel pin, etc.)

New Member Processing Procedures

1. Review Application for completeness then sign and date „Committee on Application“
2. Make a new page for each new member
3. Make deposit slip
 - a. Always make a duplicate of deposit slip
 - b. Write the member name on deposit slip Ex: B. Jones \$50.00
 - c. Use back of deposit slip for more writing room when depositing two or more checks
4. Stamp each check FOR DEPOSIT ONLY. Note — Checks should always be made out to Sons of Confederate Veterans or in the name of the camp.
5. Make entry of deposit in checkbook and ledger page if you use one.
6. Fill out submittal form to General and Division Headquarters (may include several new members and will include supplies ordered for members).
7. Write check to Sons of Confederate equal to amount on the SCV submittal form.
8. Make entry of check to SCV General Headquarters in checkbook and ledger page.
9. Address envelope to General Headquarters.
10. Write check to Division Headquarters for Per Capita tax only and equal to amount on Division submittal form.
11. Make entry of check to Division Headquarters in checkbook and ledger.

12. Address envelopes to Division Headquarters.
13. Make a photocopy of:
 - a. New Application(s) and supporting documents for Camp files.
 - b. New Application(s) and supporting documents for Division files.
 - c. SCV General Headquarters and Division submittal form.
14. Mail to General Headquarters.
 - a. Original application(s) and supporting documents.
 - b. General submittal form.
 - c. Check
15. Mail to Division Headquarters
 - a. Copy of application (s) and supporting documents.
 - b. Division submittal forms.
 - c. Check
16. Make wallet membership card for member (s).
17. Deposit checks in bank.
18. Mail or give to member at next meeting.
 - a. Wallet membership card
 - b. Camp Certificate.
 - c. Auto decal and tag (if applicable)
19. Notify Division newsletter editor of any new members.
20. Notify member via letter that his membership has been accepted or disapproved (see sample of each in Appendix E)
21. Update Camp roster with each new member.
22. Remove new member name from courtesy mailing list.

Supplies Needed To Process Renewal Member

1. Check from member
2. Camp membership record book (may be on computer)
3. Member page (may be on computer) (see Appendix E)

4. Blank submittal form for General and Division Headquarters (see Appendix E)
5. Check book with deposit slip.
6. Stamp "For Deposit Only" on reverse of check.
7. Stamped envelope addressed to General Headquarters.
8. Stamped envelope addressed to Division Headquarters.
9. Blank Membership card (for new year).

Cost to Renewal Member

1. \$35.00 Per Capita tax to General Headquarters.
2. \$5.00 Reinstatement fee (if renewal is subsequent to September 1st)
3. \$ Per Capita Tax to Division Headquarters.
4. \$ Per Capita Tax to Camp Treasury.

Renewal Member Processing Procedures

Renewal payments may be held until several payments have been received. However, long delays should be avoided because non-payments may cause the member to be dropped from either Division or General records resulting in unnecessary problems such as non-receipt of the *Confederate Veteran* magazine. It is troublesome to add a member back on the records. The member may not receive the newsletters and he may become disenchanted.

1. Review the check for completeness and the correct amount.
2. Enter the payment on the member page.
3. Make deposit slip
 - a. Always make a duplicate
 - b. Write the member name on deposit slip Ex: B. Jones, \$50.00
 - c. Use back of deposit slip for more writing room when depositing two or more checks.
4. Stamp each check "For Deposit Only" on the reverse of check.
5. Make entry of deposit in checkbook and ledger page.
6. Fill out submittal form to General and Division Headquarters.
7. Write check to Sons of Confederate Veterans equal to amount of General Headquarters submittal form.
8. Make entry of check to General Headquarters in checkbook and ledger page.
9. Address envelope to General Headquarters.
10. Fill out submittal form to Division Headquarters.

11. Write check to Division Headquarters equal to amount on Division submittal form.
12. Make entry of check to Division Headquarters in checkbook and ledger page.
13. Address envelope to Division Headquarters.
14. Make photocopy of General and Division submittal forms.
15. Mail to General Headquarters.
 - a. General submittal form
 - b. Check equal to amount on submittal form.
16. Mail to Division Headquarters.
 - a. Division submittal form
 - b. Check equal to amount on submittal form.
17. Notify Division newsletter editor of renewal changes in address.

Other Duties of The Camp's Adjutant

All camps should consider having their own camp stationery to be used in all correspondence. Almost any good printer in the local community will assist the camp in creating stationery. Also, examples of SCV stationery may be found in Appendix E or may be obtained from another camp in the same Division.

It is not always necessary to have camp officers located down the side margin of the stationery but this may be included. However, one should consider the expense involved in this endeavor due to changeover of personnel. The printer can produce matching envelopes. (example in Appendix E).

Camp Correspondence

Most anyone, both inside and outside the organization, may call upon the Adjutant for information. As the majority of official camp correspondence will be compiled by the Camp Adjutant, he must be very neat, accurate, and grammatically correct. The general public and a prospective member's first impression of the SCV will depend on the quality of the Adjutant's correspondence. Ideally, all correspondence should be typed.

File Cabinet

Once a camp is financially sound, a filing cabinet should be purchased so that records may be kept in an orderly manner and be easily accessible. Since the Camp Adjutant is responsible for so much of the membership records, then this is the appropriate place to house the filing cabinet. Manila folders, expandable folders, and labels should be provided in sufficient quantity.

Meeting Minutes

The history of the camp should be preserved by the Camp Adjutant and passed on to future Adjutants. The Adjutant's minutes of camp meetings should be preserved in properly marked folders along with official correspondence received and generated by the camp including camp newsletters and yearbooks. A camp archives should be established for this and all material related to the camp, including membership applications of camp members and newspaper articles should be housed in a filing cabinet. If your camp has a Camp Historian, some of these duties should be assigned to him.

Member Data

The Adjutant should keep a special journal listing the names, addresses, telephone numbers, membership applications, and record of dues paid for each member of the Camp. Some Camps will have a Camp Treasurer and he is the one responsible for collecting and reporting dues. However, the Adjutant will need to be supplied this information from the Treasurer to complete the annual Camp report. Be sure that this material is up to date and inform the newsletter editor, Division Adjutant and General Headquarters of address changes. Addresses should be complete with Zip and Zip + 4 when available. Also, telephone numbers should be recorded including the area code. When printing rosters, the telephone number of members is very important so members may freely contact each other. All this information should be preserved in the Camp archives and can be used to prepare a yearly Camp roster to be given to each Camp member. In the event computer files are used to maintain membership information, periodic hard copy printouts should be kept in a notebook. Also, it is essential to maintain an adequate backup system for database files. You may transmit changes to the GHQ by email and GHQ can send you updated rosters by email at any time. Commanders and Adjutants may now also update member information via the SalesForce Community Portal. Contact the Membership Coordinator at GHQ for instructions and login information.

Supplies

The Camp Adjutant should always keep the following items on hand for distribution and use as needed:

- | | | |
|----------------------------|---------------------------------|--------------------|
| 1. Price list | 5. Lapel pins | 9. Camp stationery |
| 2. Membership applications | 6. Resolutions | |
| 3. Membership cards | 7. Certificates of appreciation | |
| 4. Recruiting pamphlets | 8. Auto tags | |

The first four items can be obtained at no charge from General Headquarters. Other items, except Camp stationery, are purchased via the price list obtained from GHQ.

Illness/Death

The Camp Chaplain handles deaths and illnesses, but it is the responsibility of the Adjutant to have a record of this information so that he may record deaths on the annual report and mark the roster accordingly.

Death of a Member

The death of a member is a very difficult time for the Camp, especially when the member has been an active, productive member of the Sons of Confederate Veterans. It is at such time that the Camp wishes to not only pay tribute to the memory of the departed compatriot but to provide a source of support to his family. Although some Camps may have established a procedure for handling these sad occasions, many have not.

The following procedure is presented as a guide to assist the Camp during these times. Variations of it may be exercised, with the exception of the reporting procedure, which is mandatory (notification of Chaplain-in-Chief, SCV GHQ, etc.)

1. Upon learning of the death of a Camp member, the Camp Commander should be promptly notified. Camp members should not assume that some other member or the family has notified the Camp Commander. Such false assumption has resulted in failure to notify concerned SCV officers in the past.
2. When notifying the Camp Commander, attempt to advise him of the following:

- a. Member's full name
 - b. Date and time of death
 - c. Name of wife or a close family member
 - d. Address and telephone number of family member
 - e. Name of funeral home
 - f. Date, time, and site of funeral service
3. The Camp Commander will notify the Camp Adjutant and Chaplain and provide them with the information supplied to him.
4. The Camp Adjutant will submit this official notification "Last Roll" to the Chaplain-in-Chief with copies sent to:
- a. Adjutant-in-Chief SCV
 - b. Division Adjutant,
 - c. Division Chaplain,
 - d. Retain one copy for Camp file,
 - e. The Camp Chaplain will notify the Camp membership as to the member's death and date, time, and site of funeral service. The Chaplain will make arrangements for floral remembrances in the name of the Camp and/or memorial contributions in the deceased member's name (ex: SCV Heritage Defense Fund, Stand Watie Scholarship Fund, Life Member Endowment Fund, etc.). The Camp Chaplain should visit the member's family by himself and/or coordinate a visit with the Camp Commander and other officers or members.

A certificate, resolution for Deceased Compatriots, may be obtained from General Headquarters, SCV and may be presented to the family. There is no charge for this certificate.

Annual Report

The completion of the annual report must be accurate and turned in on time. Be sure to consult with the Camp Commander before completing the form. See the instructions on the reverse side of the annual report form for guidance. Take time to list the yearly accomplishments of the Camp as this will be an official record of the General organization that will be preserved forever. The Camp's annual report must be completed and distributed no later than June 30 of each year. Attach a current Camp roster and refer to the distribution list located on the front of the form for distribution purposes. Distribution recipients' addresses may be found in the appendix of this manual. (Appendix A and B).

A copy of the annual report with instructions can be found in Appendix E.

Roster

The Camp roster should include the name, address, telephone number (home, business, beeper, fax and email designation), dues status (Member, Real Son, Division, Division Life Member, and General Life Member), most recent year dues paid, and may even be broken down into the following sections:

- a. Current members in good standing
- b. New members
- c. Members delinquent General dues and Division dues
- d. Members delinquent General dues only
- e. Members delinquent Division dues only
- f. Members dropped (must be carried 6 months from due date)
- g. Members deceased during year (give date/place of death)
- h. Members transferred from other Camps (specify Camp)
- i. Members transferred to other Camps (specify Camp)

The Camp roster should be marked to ensure that the information contained in it is not to be used for commercial purposes.

Changes in Command

In order for communications to remain open, it is important that the Division Commander, Adjutant and General Headquarters be notified of changes in the elected officials of the Camp. In addition, address and telephone changes in the Camp membership must be reported to both GHQ and the Division newsletter editor. (Appendix E)

Transfers

No member should be accepted into a Camp as a transfer without the official transfer form being completed by all parties concerned and then distributed according to the distribution list. Distribution recipients' addresses may be found in Appendix E of this manual.

Collecting Dues (Per Capita Tax)

All Camps do not have the same dues structure nor do they collect dues based on the same time frame. A dues notice must be sent notifying the member when and how much he is to remit. One of the most successful vehicles for notifying the member of dues is sending both a dues invoice notice and return envelope. The Adjutant should collect from as many men as possible as early as practical after August 1 of each year. Then he should make deposits and disburse the Camp per capita tax for those members to Division Headquarters and General Headquarters in a timely fashion regardless of the number of dues received. Additionally, a second, third, and final notices should be mailed to the member before he is dropped.

Life Membership

Many members choose to pay Life Membership at the General level. This relates to General Headquarters only while Division and Camp dues would still be paid on an annual basis. Some Divisions have implemented their own life member programs. One would apply for Life Membership by completing the Life Membership application which is available from General Headquarters or on the SCV website. As of July 2020, the total fee is \$750 for ages 12 to 64 and \$375 for ages 65 through 79 and \$187.50 for 80 and older. Please be advised these fees may be increased because they are tied to a multiple of the General dues. Simply mail the completed form to General Headquarters at PO Box 59 in Columbia, TN 38402.

Dues Proration

The SCV operates on a fiscal year (not calendar) beginning August 1st of one year and going through July 31st of the following year. E.g. The current fiscal year, August 1, 2019 through July 31, 2020 is shown as status 2019 on your Camp's roster which means those members are paid through July 31, 2020. There is also a one-month grace period from August 1st through August 31st when members are still current while the Camps work to collect the annual dues for the next fiscal year. Beginning September 1st of each year, a \$5 late fee is applied to the normal dues.

If someone joins in February, March, or April of the current year (which is technically the third quarter of the fiscal year) he can pay his current \$35 annual dues plus the \$5 processing fee and he has the option to pay an additional \$15 to initially join for both the current fiscal year as well as the next fiscal year, meaning his dues will be paid through July 31, of the following year. If someone joins in May, June or July (which is technically the fourth quarter of the fiscal year) he must pay the current annual dues amount of \$35 plus the \$5 processing fee and he has the option to pay an additional \$7.50 to initially join for both the current fiscal year as well as the next fiscal year, meaning his dues will be paid through July 31, of the following year. This precludes collecting dues twice from a new member in a short period of time which keeps them happier and improves retention. You may **NOT** use dues proration for reinstating members.

IMPORTANT

Please remember that this prorated dues option is only available for new members paying dues for both the current and next fiscal years. There is **NOT** an option to pay only the partial dues for remainder of the current fiscal year. This was adopted at the 2005 Convention/Reunion in Nashville, Tennessee, and it has become a great improvement over the past practice when men who joined during the last six months of the fiscal year had only one option which was to pay the entire \$35 for the remaining months in the fiscal year and the one month grace period and then they would have to pay annual dues again before September 1st.

*****DO NOT JUST SEND THE PARTIAL PRORATED DUES AMOUNT WITHOUT INCLUDING A FULL YEAR'S DUES WITH IT*****

Section 6: CAMP COMMITTEES

The Commander appoints all committee chairmen. He may appoint individual members or permit the chairman to select his committee with the exception of the Executive Council, which is defined by the Camp's Constitution. The proper use of committees prevents the overloading of Camp officers, encourages participation by all members and helps to develop future Camp officers. This is most effective when care is taken to have each member working on activities, which relate to his own personal interests. The designation of committees is at the discretion of each Camp and is governed by its individual needs.

Executive Council

This group is defined by the Camp Constitution but is usually comprised of elected and appointed staff, as well as the two (2) immediate Past Camp Commanders. The Executive Council will be responsible for the overall direction of the Camp and will be deeply involved in planning and running the Camp. They should plan a program for the Camp for at least two years in advance to provide continuity throughout periods of officer transition. Some suggestions for standing committees are:

Programs Committee

This committee is normally headed up by the Lieutenant Commander and should be comprised of from two to five members. The committee plans each Camp meeting including the guest speakers and suggesting the subject matter. The committee also arranges for the speaker to be introduced and is also responsible for the expressions of thanks via letter or in person to speakers and others who gave special assistance to the event. The committee should include and provide notification to the newsletter editor ahead of time on who the speaker will be and his topic. The programs committee may also be responsible for the planning of field trips to historical sites, roundtable discussions and debates. This committee may also plan the Camp's patriotic programs for Independence Day, Veterans Day, Confederate Memorial Day and other special events. The committee may also be responsible for the arrangements for refreshments at meetings or other Camp events.

Membership Committee

This committee is normally headed up by the Second Lieutenant Commander and may include every member of the Camp. The committee should have a sizable number of members interested in obtaining new members. This committee will also be active in reactivating delinquent members and reinstating dropped members. The committee reports address and telephone changes to the Adjutant so that his records may be updated

Honor Guard Committee

This committee may assist interested individual members in obtaining reproduction Confederate uniforms and weapons and participating in Confederate Memorial Day Service, funerals, and any special event that the unit may be needed. The honor guard acts as flag bearers and musket bearers to fire salute volleys with black powder. This group should be given the assignment of compiling a special manual of arms for flag bearers and the firing of muskets with safety do's and don'ts. The honor guard may work in concert with the planning committee for Confederate Memorial Day services in which the Camp will participate. This committee will plan the service program including obtaining a guest speaker and printing a program. They may choose to attend services of other Camps and organizations and shall bring this information to the Camp membership. Participation in Confederate Memorial Day Services is strongly encouraged for all Camps and Camp members.

Color Guard Committee

This committee has the responsibility of posting and retrieving the colors at special events. This committee and the Honor Guard committee may be comprised of the same members and function as one committee if desired. The Color Guard participates in any event where a flag ceremony is needed.

Scrapbook Committee

The Camp Historian should chair this committee, and it should collect photos, newspaper clippings, printed programs, and other mementos that illustrate the Camp's activities during the year. This collection may be used to create an appropriate scrapbook to enter the scrapbook in competition or otherwise display the scrapbook at Camp functions and other events. It will be very helpful if at least one member of this committee a good photographer.

Headstones and Marker Committee

This committee will be responsible for obtaining a headstone and/or suitable markers for any unmarked Confederate grave. They will also be responsible, along with any interested volunteers, for cleaning and repairing headstones and markers that are in disrepair. The committee is responsible for compiling the information needed on Veterans Administration forms to order grave markers, seeing that the forms are filled out properly and for-

warded to the proper authorities. The committee should also coordinate with the local United Daughters of the Confederacy (UDC) chapter, if it so desires or if one is activity concerning the placement of grave markers.

Newsletter Committee

This committee may be only one person who is usually the Camp's newsletter editor, or it may consist of several members who function as a committee. The committee selects the format of the Camp newsletter, writes and/or gathers articles of interest to the Camp members. This group also determines the circulation list and any paid advertisements to be used to offset expenses. The newsletter is used to interest current members, build membership attendance, attract prospective members and advise other interested parties of the Camp's activities. Only articles directly related to the SCV, the UCV and War Between the States are recommended for inclusion in the newsletter.

Genealogical Committee

Thus committee, headed by the Camp Genealogist, is designed to assist prospective members in obtaining family data and the genealogical proof necessary to qualify prospects for membership. This is an extremely important function to increase membership as some prospective members are intimidated by the prospect of obtaining these documents.

Finance Committee

This committee is responsible for the financial plans and expenditures of the Camp and works with the Executive Council. It recommends how much to charge for Camp dues and prepares an annual budget for the Camp. Thus committee usually consists of at least the Commander and the Adjutant.

Historical Research Committee

This committee researches historical data concerning the War Between the States such as battlefields, particular battles, publications and books. The committee aids and encourages the recording and teaching true Southern history at all levels of the education system.

Public Relations Committee

This committee is responsible for press releases and radio and television announcements well in advance of deadlines and events. This committee may often work with the media to develop a feature about an event on which the Camp is working. Members with photography and/or literary skills are desirable for this committee. This committee should save clippings, printed programs, photos and other items for the Camp Scrapbook committee.

Monuments Committee

This committee researches different Confederate monuments in the area served by the Camp. It reports to the Camp on any monuments that are in need of repair and cleaning. The committee also works with the appropriate state entity responsible for placing historical markers for unmarked Confederate events and sites.

Awards Committee

This committee identifies those members and others who are deserving of an award or Certificate of Appreciation. It creates the award or certificate and has it appropriately inscribed.

Uniforms Committee

The SCV is not a uniformed organization. However, many members desire to wear reproduction uniforms at appropriate times such as Confederate Balls, as a member of a uniformed color guard etc. When a member chooses to wear a uniform it should be as authentic as possible in material and design. There are many who advertise in the Confederate Veteran or sell their wares at Conventions/Reunions or reenactments. These businesses, or sutlers, are a suggested source of uniforms and accessories.

Section 7: CAMP MEETINGS

SCV camps meet in a variety of places to include people's homes, restaurants, meeting rooms in municipal buildings, etc. It is important to create a strong feeling of camaraderie among the membership that reflects the spirit of the Camp while a meeting is taking place. This will give the Camp an aura of permanence and importance, which are necessary attributes for success.

You can help to create this atmosphere by equipping the room with items such as a Confederate Battle Flag, a US flag, a Camp flag and perhaps a large felt banner containing the SCV name and logo along with the Camp's name. If available, a few Confederate artifacts on the wall would be a welcome addition. Those symbols, as well as others you may devise, can create the atmosphere needed to make the room a more conducive place to conduct business and have a meeting.

The Camp also needs some practical equipment for its meetings. Having a gavel or a bell and striker to help open and close meetings lends authenticity to the authority of the Commander or person who is running the meeting.

There should be a lectern at the head table for use by the Commander and any speaker. If the overhead lighting is dim, it would help if the lectern had a small built-in reading light for those speakers who find it necessary to refer closely to their notes or read their speeches aloud.

Some speakers may mumble incoherently; thus, a small public address (PA) system with either a remote lapel or an adjustable microphone on a flexible gooseneck mounted to the lectern may help the audience. PA systems can be expensive; however, the alternative for all but the tiniest Camps is to have the membership straining hard to hear the speaker or some may give up and fall asleep.

Camps lacking the proper equipment should, at the beginning of the year, budget for the acquisition of one or two major items during the year or perhaps they can choose to hold a fundraiser to pay for it.

Order of business for Camp Meetings

Proper sequencing is essential in considering and conducting business coming before the Camp during regular meetings. Establishing a standard order of presentation ensures that all matters receive due consideration and more importantly, results in handling business expeditiously. A professionally run meeting will provide members and visitors positive impression that the Camp is well organized and business is conducted. Conducting all meetings in an orderly and businesslike manner will benefit the Commander by earning him the admiration and respect of the Camp members. Members should not disrupt the meeting by talking among themselves nor should the meeting be interrupted unless a member has first asked for the floor and received it in an orderly fashion. The following "Order of Business" is offered as a general guide for conducting Camp business. Some Camps may find it advantageous to alter or vary from the sequence listed:

1. Call to order
2. Invocation
3. Pledge to U.S. Flag
4. Salute/Pledge to State Flag
5. Salute to Confederate Flag
6. Reading of minutes from the previous meeting
7. Treasurer's report
8. Communications
9. Reports
 - a. Standing Committees *
 - b. Special Committees **
10. Old Business
11. New Business
12. Announcements
13. Program
14. Benediction

* Standing committees are those named to function throughout the year. ** Special committees are those named to perform a special task.

Sample Invocation

“Eternal God of the Universe, the creator and redeemer of all life, look kindly upon us who gather this day and in this place. Grant that our deliberations may be fruitful and that much may be accomplished under Thy guidance. Bless our leaders and give them guidance throughout this meeting. This we ask in His name, and for His sake. Amen.”

Sample Benediction

“The Lord bless thee and keep thee. The Lord makes his face to shine upon thee and give thee peace. Amen.”

Flag Etiquette

The fundamental rule of flag etiquette is to treat all flags with respect and common sense.

The Stars and Stripes takes precedence over all other flags when flown within the United States. It should never be flown lower than another flag nor should it be smaller than another flag flown with it. Other flags may be flown at the same height and be the same size. Other National flags should not be smaller or flown lower than

the Stars and Stripes when displayed together. If it is not possible to display two or more National flags of the same height, then they should not be displayed together.

The point of honor is on the extreme left from the standpoint of the observer (the flag's right). In a public gathering (lecture hall, church etc.) the Stars and Strips should be on the right of the speakers or on the wall behind them. The order from left to right of flags flown together is the Stars and Stripes, other National flags in alphabetical order, state flags, county and city flags, organizational flags, personal flags.

If one flag is flown at half-staff for mourning, all other flags should also be flown at half-staff. The proper way to do this is to first raise the flags to their peaks and then lower them to half-staff. The Stars and Stripes is always the first to be raised and the last to be lowered.

It is permissible to fly the Stars and Stripes at night, but only if it is illuminated in a dignified manner.

No flag should be flown during terrible weather that might damage it based on a common sense interpretation of circumstances. When a flag is torn, it should be repaired, and if soiled, one should refer to the manufacturer's instructions for cleaning.

When a flag no longer looks nice and it cannot be repaired or cleaned, it should be destroyed in a dignified manner by either burning it or placing it in a sealed bag or box before being sent out for trash collection. The American Legion in most areas collects U.S. Flags when they are ready for disposal. They will accept possession of the flag as well as to ensure that it is destroyed appropriately.

The canton of the flag (the blue field with the 50 stars) should be to the observer's left except:

1. When displayed on a casket,
2. When displayed as a decal on the right side of a vehicle (bus, truck, plane, etc.)
3. When worn as a patch on the right arm (but use on the left arm is preferable).

The Stars and Stripes should be in the center of a group of flags only when:

1. The center pole is taller than the others or
2. When a fan-like arrangement makes the center pole higher than the others.

It is always preferable to fly or display an organizational flag along with the Stars and Stripes at the same time.

A salute (hand over heart for those not in uniform) should be rendered when the US flag is raised, lowered, or carried by on parade, when the Pledge of Allegiance is recited, and when the National Anthem is played unless the flag is not present. A new law was passed by the U.S. Congress in 2007 allows honorably discharged military service veterans to render a hand salute if they wish.

Pledge -During the pledge to the U.S. flag, those present in uniform should render the military salute. Those who are not in uniform should place the right hand over the heart.

Pledge to the United States Flag

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

Salute to the Confederate Flag

Salute — One never pledges allegiance to the Confederate Flag, but renders a salute. The right arm is extended outward, slightly to the right and downward with the hand fully open and turned upward to signify that you are open in friendship and have not hidden weapons.

“I salute the Confederate flag with affection, reverence, and undying devotion to the Cause for which it stands.” An acronym that might help members remember the key words is (ARD) for affection, reverence, and devotion.

State Flag

It is a patriotic act and common courtesy to pledge allegiance or salute to your state flag if such pledge or salute exists. Each Camp should enter their state’s pledge here.

Initiation of new members

Special note -The candidate’s sample oath, taken upon initiation, is on the next page. A copy may be made and handed to the candidate to hold and refer to, during the initiation ceremony.

Bringing a new member into the Sons of Confederate Veterans is an important event, one that should be conducted in such manner as to create a lasting, favorable impression of our organization.

The following initiation ritual may be used during regular meetings or, should the Camp prefer, reserved for special meetings at which time several new members may be formally brought into the SCV.

Commander:

“Will the (officer designated) present the candidate.”

Officer:

Commander, “Compatriot (candidate’s name) seeks membership in the (Camp name) and the Sons of Confederate Veterans.”

Commander:

“We are gathered here to initiate into the bonds of fraternal brotherhood Compatriot (candidate’s name). We share a common birthright as Southerners and descendants of those who served the Confederate States of America.

“The Sons of Confederate Veterans is a patriotic organization, not linked with any other organization, and is neither political nor sectional. We take justifiable pride in our Confederate forebears, men and women, who sacrificed their all for the cause in which they believed. The Confederate soldier won the admiration of the world by his courageous fight against an enemy overwhelming in numbers, equipment and implements of war. With few exceptions they were volunteers who fought for principles of government in which they believed.

“Although defeated, they left us traditions of faith in God, honor, chivalry, and respect for womanhood; they left us a passionate belief in freedom for the individual. Our Confederate ancestors bequeathed to us a military tradition of valor, patriotism, devotion to duty, and a spirit of self-sacrifice. When our nation no longer admires and pays tribute to these traditions, we will no longer remain a free nation.

“Now, having expressed your desire to join the Sons of Confederate Veterans, state the name, rank, and unit of your ancestor.”

Candidate: (States name, rank and unit).

Commander: "The Chaplain will now administer our pledge."

Chaplain: (Note -a (/) has been inserted to provide a point at which the Chaplain will stop and allow the candidate to recite the previously stated words).

"The candidate will raise his right hand and repeat after me ..."

"I pledge allegiance to the United States of America / and to its Constitution I and promise to defend it against all enemies. // I pledge myself to loyally support / the activities of the Camp / and the Sons of Confederate Veterans / whose purpose it is to cultivate, / perpetuate, and sanctify / the memory of the Confederacy. // In so doing, I not only honor my Confederate ancestor, /, but also affirm my loyalty and devotion to God / and country which is so much a part of his character."

Commander: "On behalf of (Camp name & number), and the Sons of Confederate Veterans, welcome into our ranks Compatriot (candidate's name)." (Optional) I am honored to present to you the pin of membership (and certificate and membership card, if available)

Procedures for Collecting Dues

The General Constitution and By-laws states that any new member must pay the full year's dues and fees for the year in which he becomes a member of the Sons of Confederate Veterans and that those dues and fees be submitted to General Headquarters within 10 days or with the submission of the annual per capita tax which is due at any time after the beginning of the new fiscal year on August 1st, or no later than the end of the one month grace period on August 31st.

The Camp Constitution and/or By-laws may state, "All dues shall be payable during the first four months of the dues collecting period. Any member whose dues are not paid by this date shall be considered delinquent and shall not be allowed to participate in official business. Any member whose dues are six (6) months in arrears shall be removed from membership rolls of the Camp. Payment of current year's dues and a reinstatement fee shall permit reinstatement to active membership. The Camp Adjutant shall determine the amount necessary for reinstatement." The Camp By-laws will more clearly define this ruling.

For new members, it is required that they pay the full membership dues and fee at the time that they join, and this will include the General membership certificate. A lapel pin may be purchased separately.

Handling Membership Renewals

The Camp Adjutant should request that the Commander or editor provide a notice to the members through the newsletter of at a meeting regarding the payment of dues. This notice should be given starting with the month prior to the beginning of the dues collecting period, and this notice should be continued until all current members have renewed their dues or the dues collecting period has expired. Retaining members is the key to real growth of the organization.

Some members may not wish to continue their membership and will not renew their dues. When members have not renewed their dues by the end of the grace period, the Adjutant should contact each delinquent member to ascertain whether or not he intends to renew his membership. A phone call is usually effective; however, if someone can convince the member to attend the next meeting, he may more easily be persuaded to catch up on his dues.

If members have not renewed their dues within five months after the due date, the Adjutant should send a letter

to these and inform them that their membership will cease at the end of the six months grace period and give the exact date. Every effort should be made to secure the renewal of dues from every member. Members should not be hounded but quietly implored to renew dues.

When a member pays his dues, the Adjutant should follow the guidelines set forth in Section 7 Details of Adjutant's Duties.

Section 8: CAMP ELECTIONS

Camps usually nominate new officers in either November or December of every other year depending upon a particular Camp's individual Constitution and By-laws. The process usually begins with the selection of a nomination committee by the current Commander in the third quarter of the year, prior to the beginning of the next term of office.

The nominating committee should have a good knowledge of the current Camp membership. As you would expect, the officers to be nominated should possess the skills and attributes noted in good leaders. Attention should be paid to special skills and resources of the individual in asking him to serve. It is not required, however, that certain officer positions must be filled with those in that particular profession. For example, the chaplain's position does not require a minister, priest or a rabbi to fill the position.

After a slate of officers has been selected and they have agreed to run for election, the candidates are announced to the membership. During the process of seeking candidates, the general membership should be strongly encouraged to seek office and to run for the position for which they feel most qualified to serve. Each individual running for office, particularly when there is more than one seeking the same office, will be given an opportunity prior to the vote to address the membership stating why he is seeking the office and why he thinks he is the best candidate for the position.

The election is normally held in December using *Robert's Rules of Order* procedures and the formal installation of the new officers is conducted the following January. Once the new officers have been installed, a report must be made to all echelons above the Camp level. A form "Report on Election of Officer" is provided for this purpose in Appendix E.

Installation of Camp Officers

The installation ceremony may be performed in full by installing all elected officials or some lesser number. The nominees should be formed facing the membership. The following installation ceremony may be used.

Installing Officer:

"Members of the (camp name) Camp, Number (camp number), Sons of Confederate Veterans, reposing special faith and confidence in you, have elected you to lead our camp during the coming year(s). How well we, as a Camp, perform these tasks entrusted to us, and whether our Camp continues to grow in strength and accomplishments, will depend on how well you perform the duties of your office.

"Therefore, on behalf of your compatriots in (camp name), I ask each of you: Do you pledge yourself, with loyalty and dedication, to protect, defend and uphold the Constitution of the United States and the Sons of Confederate Veterans, to faithfully perform the duties of your office, to regularly attend the meetings of our Camp, and to support all the activities of our Camp, our Division, and our General organization, to the best of your ability? So help you God.

Thank you. I hereby declare you duly installed in the office(s) of this Camp to which you have been elected."

Section 9: CAMP NEWSLETTER

The Camp newsletter, when used effectively, is the most powerful tool available to the Camp Commander for welding together a group of disparate individuals into a unified and highly motivated SCV Camp.

A Camp newsletter is basically a special interest publication. Studies run by major advertising agencies have shown that special interest magazines can have a more powerful effect in shaping people's viewpoints and lifestyles over a period of time than any other communication medium.

General

There are several main rules for producing an effective newsletter. It must deal with topics of great interest to the readers. It should be written in an unpretentious, folksy style (as close to conversational English as possible), so that it comes across as a one-way conversation between the writer/editor and the reader. It must be published frequently enough so that reading it becomes a strong habit, and the reader will soon consider the newsletter an old and trusted friend.

Content

To be effective, the newsletter must talk primarily about your Camp, its recent achievements, any problems, future plans, and the members. These will be the topics of greatest interest to your members and readers. The newsletter can make its greatest contribution toward unifying and motivating the Camp by concentrating almost exclusively upon those topics.

If a Camp is active, has standing committees, and its membership is greater than 25, it becomes impossible for each member to keep track of what all of the other members are doing, or to gain an accurate overview and image of the Camp and its varied activities. The members can keep up with the Camp's activities only if the newsletter covers them all.

It is a curious psychological fact that the members will view the activities performed by the Camp as being truly important and worthwhile accomplishments only after those activities have been reported on the printed page or in the newsletter. Also, if the newsletter judiciously keeps this Camp membership informed on the problems and roadblocks faced, except those posed by personality conflicts, members will often come up with the practical solutions that may have eluded the officers. The newsletter thus enables the Camp to make full use of the collective ability of the members.

By describing the future plans of the Camp, the newsletter reinforces the enthusiasm for those plans that the Commander generated during the last meeting. The newsletter can help the Commander persuade the membership to embrace a project or policy that may have received a cool reception when first announced.

Additionally, by recognizing and applauding the efforts of the individual members on solo and common projects, the newsletter makes the members feel appreciated, motivating them to do more in the future. The more members are mentioned in each issue of the newsletter, the better. Good related topics include a short biography of new members, perfect attendance lists, Camp awards to outstanding members, recognition of any promotions or awards received by members from their employers, churches, and other civic groups, birthdays, wedding anniversaries, and births.

Topics best avoided are more than passing mention of speeches that were delivered at the meetings unless they directly affect the Camp's planned activities. Also highly detailed descriptions of ceremonies and any sermonizing to the members should be avoided as well. If one stays with the policies, activities, and members of your Camp as the topics for the newsletter, it will be more successful.

Style

Not every writer can be another Shakespeare, but almost everyone who writes can hold the attention of his readers if he follows a few simple rules. The ideal writing style is contemporary conversational English. Get as close to today's spoken English as you can and keep your sentences short and simple. The language must never get in the way of the thought.

To describe a myriad of Camp activities, devote a short paragraph to each topic. Use a boldfaced subhead to lead it off, and make the subtitle colorful, funny or witty in order to pull the reader into the paragraph. You might consider putting in an occasional lengthy editorial just to change the flow.

Don't be dictatorial and never attempt to be too dignified in your writing as it will likely come across as pompous, ponderous, boring and then not be read. For the same reason, avoid using the passive voice ("it was done."). Say, "Joe did it," or "I did it." Be loose, casual and friendly to achieve rapport with the reader.

If you want to educate or persuade via the written word, you must first entertain. Use the light touch except when dealing with serious topics. Humor is an absolute necessity. People seem to appreciate a style that contains mildly irreverent (whenever appropriate) wry humor. Of course, in matters of Camp policy, the newsletter must agree completely with the Commander's line of approach. Use language, an occasional slightly off-the-wall word, and the unexpected, because readers love writing that is fresh, new and exciting.

Always refer to the Camp officers and highly popular members by first name. Occasionally refer to them with a colorful aside or an underplayed compliment or a deft observation about their character. That, too, unifies and motivates a Camp.

The most important aspect of style is that the newsletter must always be credible and completely believable. It must never oversell or over praise or over condemn for any reason. It must be honest, and it must reflect the mature judgment of the writer. Otherwise, it is not worth the paper on which it is printed on or sent out electronically.

Format

It does not matter how the newsletter is formatted. If the editor owns a computer with a desktop publishing program on the hard disk, and he puts out a professional looking newsletter; great! But a newsletter consisting of three typewritten sheets stapled together can be just as effective. The only thing that really counts is what the words inside say, and how they go about saying it. Still, there are formatting rules. The big advertising agencies have done a lot of research into readability of the printed page. Here is what they have to say about the format: „If the words are hard to read, people won't read them even if the subject matter is important to them“. Therefore, always use an easy-to-read serif typeface. One of the best is proportionally spaced Times Roman. Use a 10-point or larger type. If you have too much material, print more pages or cut out some of the material, but do not shrink the typeface. Never overprint on tinted or colored paper and avoid using colored ink. If you do, the readability falls diminishes as does the number of readers.

Frequency of Publication

Ad agency and magazine publisher research show the magazine (or your newsletter) can play an important role in shaping people's viewpoints and activities only if it is published at least once a month. Then, if it is put together correctly, it will gradually become a powerful influence upon the readership. They will begin to look forward to receiving it each month and will read it avidly. After a while, it will be an old and trusted friend. And that is exactly what you want. Bimonthly and quarterly publications, no matter how well written, just do not measure up. They may be interesting, but they are not persuasive. Frequency is the key to persuasion.

Printing

Most Camps photocopy their newsletters. Many use the services of specialty photocopy shops. Most of these have several of the old slow traditional machines, and one high speed machine that will copy the entire newsletter, collate it, and maybe even staple it much faster than you can do it yourself. Unfortunately, many of those super machines turn out poor quality copies. Seek out and use a photocopy machine which will always give you copies that are as good as, or better than, your originals. Many Camps send it out electronically.

Distribution

Do not hand out your newsletters at the meetings. If you do, you will be wasting most of the benefits available from the newsletter. The members will scan the newsletter quickly while talking with their friends before or after the meeting and promptly forget most of what it contained.

Instead, mail out the newsletter so the members will get it the week before the monthly meeting or the first meeting of the month. Each member will then have more time to study the newsletter at home. They will also have the opportunity to begin thinking about the issues that will come up at the next meeting. Remember, sending it electronically is more cost effective.

The Writer/Editor of the Newsletter

If the Commander, the Lieutenant Commander, or the Adjutant has a flair for writing and the time to do it, those officers are best suited to generate the Camp newsletter. Hopefully, they know exactly what is going on in the Camp. It generally takes about a day to gather up the information, write the articles, print, assemble, and mail the newsletter.

If the officers lack the time or the talent, then the Camp should take whatever trouble is required to recruit as a member, a professional writer who is sympathetic to the cause. The best bet would be an experienced reporter at the local newspaper. But he must be a person who sees eye to eye with the Commander on Camp policy. Failing that, the Camp should select the best and most mature writer from among its members and persuade him to take the job.

If the editor turns out not to be an officer, the Commander should establish a set of procedures whereby the officers and the committee chairmen will have available for the editor all the information he will need on the appointed day and in a usable form.

The Commander should take the time to meet with the editor in advance and diplomatically discuss with him what issues are of particular importance. The Commander should also make himself available to review the newsletter as soon as it has been written, which will likely be at the very last minute when it is ready to go to print. The Commander should limit himself to only correcting major errors or embarrassments. Most importantly, the newsletter should never go out without first having received the Commander's approval.

If the Editor cannot get the information when he needs it, or the Commander dictates the newsletter to him and then wants to be the real editor, this is a situation that takes all the fun out of the job for the editor and will not work well. Soon the editor will either be going through the motions or turning over the job to someone else. Value your newsletter editor; he is one of the most useful people in your Camp.

The Cost

For a Camp with an ample treasury, the choice is between a plain and a fancy newsletter. But for a new or small struggling Camp, the choice is between a plain newsletter and none at all. Plain is fine because it is what the words say that really counts as long as the words are easy to read. You can put together a newsletter using a com-

puter with most including the need software. The Camp may also try to get someone who is about to buy a new computer, to donate his old one to the Camp. An old, obsolete computer has little or no trade-in value, but if it still works, it is fine for putting out a simple Camp newsletter.

You can plan on a four-page, single-spaced, newsletter stapled at the left corner. Underneath the logo, type the name of your Camp. Below that, type the name of the newsletter (CAMP NEWS will get the job done); VOL. 1 (to show this is the first year you're putting out a newsletter); ISSUE 1; and the month and the year. Besides that, type EDITED BY and your name and phone number, and you are in business, ready to start typing the newsletter. Make most of your news items about one paragraph long.

Another tip is to design the back page of the newsletter so that when folded in half and stapled or taped closed, there is a blank space on the top half of the page. The space would then contain the required return address and the space for addressee and the postage.

If you cannot get that much money in donations during Camp meeting, you should hold one annual fund raiser, perhaps a Chili Supper or something else in order to pay for the newsletter.

Section 10: CAMP ACTIVITIES AND MEMORIAL SERVICES

Introduction

Camps tend to concentrate upon the types of activities favored by the Commander and the majority of the members. This selection of activities, whether broad or narrow, soon becomes a satisfyingly comfortable routine. Eventually it becomes tradition.

There are two reasons why it is important to review the Camp's range of activities at least annually. First, if a Camp is focusing upon one main category of activities and largely ignoring the others, then the Camp is probably not really benefiting the Cause. Second, times are changing in the Camps and many of the new recruits tend to be more activist now than when our heritage was not under a constant attack. If those newer members cannot find a well-organized, effective outlet for their energies within the Camp, they will soon leave. Also, the SCV itself is adapting to meet the threats posed by our opponents. Toward that end, it is strengthening and expanding the structure of its General organization to begin to pull the disparate Camps together to transform them into a unified body. These changes will include establishing new communication links between the Camp and its brigade, Division, and the General Headquarters. These links will result in an array of new activities and changes in the traditional activities and the way they are performed. Only in this way will the SCV be able to increase its presence, so as to educate the public about real Southern heritage, and confront our detractors. Change is in the wind. It is the wise Commander who studies the current activities of his Camp to identify the need for new programs and better balance. Obviously this section cannot describe every possible activity that a Camp might conceivably perform; therefore, a typical range of activities will be provided, the use of which can result in a well-balanced, productive Camp.

Fitting the New Member into the Camp

Your objective is to make all new recruits feel at ease in the Camp, and persuade them to identify closely with the other members, the Camp and its goals in order that he will be an active productive member. The best approach is to assume that he has a strong interest in his heritage, but no particular knowledge of it. You should also assume most men are shy and may find it difficult to make new friends within an organization of strangers.

Making the New Recruit feel at Home

Every visitor should be given a name tag, which are different than any worn by the members. The Camp should have a procedure whereby the first time visitor is asked to stand and introduce himself during the meeting, and then every member of the Camp meets and greets the visitor after the meeting or during the break. One of the Camp officers should be designated to size up the prospective member and get him into extended conversations with two or three of the members whom the officer believes might be kindred souls. After the prospect has announced his desire to join the Camp, you should connect him with the Genealogical/research committee and have them tell him the best sources and techniques for gathering the information he will need to fill out his SCV application form. The next issue of the Camp newsletter should contain a biography of the new recruit telling where he went to school, his military service (if any), what jobs he has had, where he has lived, and his hobbies, sports and other interest. This gives those members who have something in common with the prospect, topics of mutual interest they might discuss in the future.

Educating the New Recruit as to what's going on

As soon as the new recruit has paid his annual dues to the Camp, you should give him a copy of the SCV Member's Handbook and schedule a formal training session for him. This program, lasting an hour or so, should cover the current objectives of the SCV (in plain language), how the SCV is organized, and how the Camp fits into the overall scheme of things, the By-laws and the goals of the Camp, how the Camp is organized, emphasizing the standing committees, major activities currently underway at the Camp, and Camp etiquette.

Plugging the Recruit into the Camp's Activities

The next step is to learn on which standing committee the recruit prefers to serve and assign him to that committee. When his SCV membership card arrives, you should initiate him into the Camp via a formal ceremony. See Section 7.

Developing an Overall Education Program

Most SCV members take an intense interest in the War Between the States. They particularly like to trace the campaigns in which their particular ancestors fought. However, the member who has studied with equal attention the events leading up to the war, and the events occurring in the aftermath of the war, will be far better equipped to understand and deal with the real world situation confronting the SCV today.

The education program should include such subjects as the present scope of the SCV, how the Camp relates to the brigade, the Division, and General Headquarters, new SCV rapid response communications techniques, and how to deal with the local heritage violations as part of an overall SCV program. Naturally, the continuing program should detail aspects of individual battles and campaigns in the War Between the States.

Educating the Camp Membership about Our Heritage

The activities of the Camp are based upon the assumption that each member has a thorough understanding of the ideals, culture, politics, and economics of the antebellum, wartime, and postwar South. Unless the member understands those things, the activities and even the very existence of the Camp will seem meaningless to him. He will view the Camp merely as a social club, and will likely only go through the motions of participating. The member learns about his heritage primarily through the lectures provided as entertainment at the Camp meetings, his generalized reading about the South, his specialized research, and discussions with the other members before and after the meetings.

Lectures and Other Scheduled Educational Entertainment

The Camp meeting lectures constitute a strong part of the formal education of the members; thus, they are of critical importance. They can take several forms, such as lectures by outside speakers, Camp debates, skits put on by Camp members, and lectures by Camp members.

Some lectures are entertaining speakers who can hold the audience on the edges of their seats; others know a lot but do not know how to present their information, and may be as dull as dishwater. Because the education of the members is of such critical importance, some Camp Commanders schedule the speaker at the beginning of the meeting while the members are fresh and wide awake, then they conduct business afterwards.

You should frequently check the lecture schedule put together by the Camp's program committee to ensure that the Camp is receiving a balanced program. While some Camps have trouble finding the variety of lecturers necessary to provide a balanced education program, there are some solutions available. Some Camps exchange lecture schedules with the other Camps in their brigade to develop a longer list of potential speakers. Another would be to have members of your Camp visit other Camps to check out their speakers, and they can sometimes sign up a hot speaker on the spot.

In addition, many brigade and Division Commanders have compiled lists of suitable speakers who live in the general area. Some Camps swap lists of scheduled speakers with the local chapters of the UDC, CofC, MOS&B and the historical society. Sometimes the local librarian or the history professor at a nearby university or community college can also provide valuable leads.

If the Operations Committee discovers that a useful lecture is about to be presented to another local organization, try to arrange to have the Camp invited to the lecture as guests of the other organization. The side benefit is the establishment of rapport with the other organization in your area that has an interest in Southern history. A local Civil War Roundtable could be an apt illustration.

Specialized Researches

Each Camp member should be encouraged to research in great detail his ancestors' travels around the Confederacy, or the activities of the volunteer group from his town; and/or the overall conduct of the war; and the events leading up to and resulting from the war.

Because most people lack the knowledge to determine the probable locations of the source data they seek, the Camp's Genealogical/research committee can supply the needed magic and guide members in their searches through the local library, nearby school, college libraries, historical societies, and the UDC, etc.

Locking in the Information

A fortunate few have photographic memories, and the ability to pluck the telling fact unerringly from memory and recite it, to nail down the point they are making. Most of us do not. We read history and we promptly forget most of it. It must be discussed to lock it in.

To get the members to start talking about the history they have read, you may want to occasionally schedule Camp debates about broad subjects pertaining to the Confederacy, instead of lectures. Break the membership into debating teams, give a month to prepare, and then let them have at it. A variation of that is the Camp skit about subjects like the meeting of generals in which they made the right or wrong decisions. This sort of widespread participation by the members will often get them started discussing historical points before and after the meetings. This will stimulate them to read more and enable them to retain more of what they are reading. It is a fairly short step from that circumstance to training some of the members to become speakers.

Motivating the Members to Learn

Learning is its own best reward, but sometimes you have to jump start the process. Depending upon the mood and the atmosphere of the individual Camp, one way to stimulate the reading and learning is by creating a series of reading certificates within the Camp. For example, to advance from one certificate level to another, the member must read three additional books. Each time the member finishes a book he describes the broad thrust of that book to a designated Camp officer for ten minutes. The officer would then check off that book on the member's tally sheet.

The badge of achievement could be some sort of insignia (i.e. a star of a particular color) that the member clips to the side or bottom of his name tag. These insignias are awarded in ceremony at the meetings, and thereafter the recipients are praised in the Camp newsletter. All of this member training may seem too elaborate and unnecessary to some Commanders. If so, remember that pertinent knowledge, available on demand, is the most potent weapon now available to the SCV for promoting the Cause and defeating our detractors. Since we do not currently outnumber them, we must outsmart them.

Educating the Community about Our Heritage

Include the Camp's speakers bureau as a source for school systems, civic groups, as a liaison with newspapers, radio and television stations. Establish a Camp officer as the local history expert and news source, write newspaper articles and/or column, establish a radio program, prepare TV one-shots, publish brochures about local heroes and battles for distribution at libraries, schools, and establish annual essay contests at local schools with a cash prize for the best essay on some topic concerning the Confederacy. **It is highly encourage Camps join their locate Chamber of Commerce**

If your Camp is the sole repository in your area for people who are interested in learning about Confederate history and the values of Southerners who lived in that era, then your Camp will forever be swimming in a hostile sea. The more modern and progressive your area is the, you will find the people take less interest in learning about "outdated eras" on their own and the more willingly they will accede to the demands of civil rights activists who say "offensive symbols" of the past must be removed. But even in conservative towns that treasure their Confederate heritage, there will be little real knowledge about why the South fought the war and what it is we are attempting to preserve. Quite simply this situation exists because the history books, written from the Northern viewpoint, have done a thorough job of distorting or eliminating discussion of our past.

The primary job of the SCV is to teach our fellow Southerners about the value system and the way of life that once existed in the South in order to provide them the ability to critically evaluate today's society, its value system and way of life. Only with that sharp contrast in mind will our people then be equipped to reject those present day values which are harmful, and to insist upon reemphasizing those Southern values which are beneficial, admirable, and perfectly attuned to the true nature of the Southerner.

A Speakers' Bureau for your Camp

As your Camp's members gain extensive knowledge about the 19th century South and the major events that shaped it, some of them will become prime candidates for a Camp speakers' bureau.

A handful of people are naturally drawn to public speaking. They sense intuitively how greatly the public is impressed by a speaker who, with little reliance on notes, can stand behind the lectern and entertain, educate, and persuade his audience to his viewpoint. Such persons understand how a reputation as an effective speaker can help them in their dealings with other people at work and in other walks of life. You probably have one or maybe two of them in your Camp; use them to spearhead your speakers' bureau program.

Some individuals are simply unfit for public speaking to include those who are very shy, talk with a monotone

mumble, have no sense of humor, or do not have the ability to hold the attention of the average person. You should leave in peace the members of your Camp who are not fit to be speakers.

Nearly everyone else can become a good speaker; however, they often are very apprehensive about the thought of standing up in front of a group and trying to speak publicly. They can be persuaded. You can get experience for your members by splitting them into teams and having them debate controversial issues and then having some of them participate in skits. The next logical step is to get the more promising performers in the group to sign up as solo speakers, first by addressing the Camp, and then going out into the wide world of social and civic groups and schools.

The trick to turning the average person into a good speaker is preparation. First, he should write out the speech in conversational English as a script, making sure that it moves smoothly from point to point and contains a lot of colorful but concrete detail. Next, he should read the speech aloud into a tape recorder and then play it back to find out how long it is and see if it makes sense when spoken. (25 to 30 minutes is generally about the right length.) Next, he should read the speech aloud three or four times to become familiar with it. Then he should recite the speech three or four times without reading the script. The first time, he will have to glance at the written speech from time to time if and when his mind goes blank. The last time, he should be able to recite the speech without once looking at the script. The next step is to write down the topics in the speech on one sheet of paper. Then he should recite the first two or three paragraphs over and over until he could rattle them off in his sleep to combat the initial stage fright. Now he is ready.

When preparing to deliver his speech, the speaker should arrive early at the meeting place and become familiar with the sound system if there is one. If there is no system, he should get somebody to sit in the back of the room and listen while he experiments to find out how loudly he must speak for the listener to hear him clearly. The speaker should arrange for a glass of water on the lectern in case his mouth goes dry.

He may set his speech on the lectern, with the page of speech topics on top for psychological support. He knows that if he finishes talking about one topic and forgets what the next one is, he can glance at the top sheet and pick it up. He knows that if he goes into complete and sustained shock, as a last resort he can simply read the speech from his script. Armed with that knowledge, he will be able to look into the eyes of his audience and power through his speech without glancing at his notes or the script, and he will carry the day.

In such manner, the average person can learn to give a good speech. It requires a lot of preparation, but it is worth the trouble. When several of your members have given good speeches to the Camp, and you have more prospective speakers in the works, your Camp may wish to switch to two (or more) meetings per month so that you can schedule enough outside speakers, Camp debates, Camp skits, and your own homegrown speakers to accomplish both your Camp education and speaker training objectives.

When your Camp has three or four qualified speakers, the next step is to set up a Camp speaker bureau. You will want your speakers to write new presentations of broader general interest, emphasizing the politics more than the military campaigns and drawing parallels with conditions in the South today.

Your Camp's Public Relations (PR) Committee can then send letters to the other civic groups and schools in your Camp's jurisdiction, offering the services of your speakers and listing the title of their talks. Better yet, if your members are well connected around the area, they can tell their friends in the civic groups and schools about your speaker bureau.

If your Camp has reenactors as members, they can wear their uniforms and take their weapons and equipment to the schools for show-and-tell from 1861 to 1865. They will be most effective if the Operations Committee schedules them for the time of year when students are studying the War Between the States. They must coordinate with the school history departments to do this.

When your speakers have gained experience addressing civic groups, they can tighten up their material once again and speak to other SCV camps.

Liaison with the Local News Media

It can be advantageous to have the local newspapers, radio stations and TV stations if any, consider your Camp the resident experts on Confederate history. To establish that expertise, you should select the Camp member who has the greatest overall knowledge of Confederate history, and the one who knows the most about local Confederate heroes and battles, and publicize them as your experts.

In small towns, you can identify the local media simply by checking the Yellow Pages in the telephone book or the Internet. In large cities, your PR committee can check with the trade or professional associations of newspaper publishers and broadcasters.

Set up meetings with the editors and the newscast producers in your area and bring along your experts. Establish the credentials of your experts, have them exchange business cards with the news media people, and arrange for the news hounds to call them anytime the Confederacy comes up in the news and the news media people want to check the accuracy of the material they have written. This will make the news people aware that you are around and get your foot in the door for future dealings with them.

Media Coverage of Your Camp

The way this nation works is that if the media reports you are alive and well, you are; however, if the media ignores you, you do not exist. So it is up to your Camp to say and do noteworthy things and get the news media to report them favorably. The rationale of why the media will not ordinarily come to you is because they already have more civic group business than they can handle, and that type of material is generally very dull and boring. You are competing for limited amounts of time and space with a huge number of other civic and social clubs: Kiwanis, Rotary, Moose, Elks, Pilot, Jaycees, Little Theater, the local Chamber of Commerce, church groups, and on and on. All of them want media coverage to promote their causes or beef up their recruiting or just to see their names in print; many go an entire year without getting any coverage at all. It must be understood that the

SCV is an activist educational organization, and our organization is largely pointless without media coverage. Your Camp can get plenty of media coverage if you give it a high priority and pan for it carefully. Occasionally, local media are actively hostile to the Cause.

The very first step is to ensure that any news coverage of your Camp's activities will be positive in nature. And that can be tricky. One unwise remark by a Camp member in an interview, opinion-editorial (op-ed) piece, or letter to the editor that can be considered racist, tasteless, or overly defensive, can ruin the image of your Camp. You must lay down the law that no one but the Camp Commander, or someone he designates, may speak for the Camp or for the SCV locally. You would do well to consider insisting that any member who delivers a speech, or speaks to the media about any issue normally associated with the SCV, must clear the material with the Commander before releasing it. That is the only way you can control the Camp's public image.

Next, you should establish a specific goal for the quantity of media coverage the Camp will try to achieve in a particular period of time. In a sparsely populated area with little in the way of news media, a minimum goal might be six media generated reports (newspaper articles, newscast reporting) per year and six Camp generated items (newspaper articles, op-ed pieces) per year. In an area with more population and news media, your goal should be one media report and one Camp generated report per month. How can you accomplish that, when most civic groups are lucky to get one article per year? One way is by making friends with the news media and another is to ensure the Camp's activities are newsworthy.

The key to all this is an active Camp Public Relations (PR) Committee. You have already laid the groundwork

with the media by meeting with the editor and producers to establish one or two of your members as Confederate historians. Now the PR Committee should divide up the media among themselves. Each committeeman learns with whom to deal at a particular newspaper or radio station, gets to know those persons, determines the kinds of news he or she seeks, and periodically asks him/her for advice on how to make a Camp event more newsworthy. Within the Camp, the PR Committee works closely with the Commander and the Operations Committee to plan the Camp's public activities in such a way as to make them newsworthy events that still present the kind of public image of the Camp that you want to put across.

Whenever possible, such events should include pageantry and color, along with a touch of drama while avoiding being hokey and introducing humor without being tasteless or ridiculous. The events should portray the Camp as interesting, high-minded, and beneficent without being stodgy or stuffy. Dress and image are extremely important when possible members should wear uniforms, suits, nice casual clothes and avoid wearing tee shirts, jeans or camouflage to activities the media will cover. A typical event that could get media coverage is an outstanding speech of broad appeal that is relevant to contemporary regional issues. This could be a speech delivered at one of your Camp meetings or by one of your members to another civic group or a public gathering. Media should only be invited to cover those speeches that you are confident will be well received.

Other events could include a ceremony to announce the results of the Camp's annual fundraiser for charity, using a Confederate theme, the Camp's annual banquet at which it presents Outstanding Southern Citizen plaques to prominent local citizens who are genuinely admired by the surrounding community. Other events could be a colorful celebration of Confederate Memorial Day, a protest by the Camp of a Heritage Violation that is considered beyond reasonable by most of the local citizenry. These types of events, when planned from the start by the Commander, the Operations Committee and the PR Committee to avoid the typical cliché ridden civic group scenes and words that bore people to tears, can get you all the news coverage you want if your Camp has the reputation among the media of a group that puts on a good show. And when the coverage keeps coming, month after month each news item will add to the luster of your Camp's public image.

Your Camp will also want to generate its own news items. The Camp's PR Committee, drawing upon its knowledge of each member's grasp of various aspects of Southern history and contemporary events, his soundness of judgment, and his ability to write, can come up with appropriate story ideas for newspaper articles to be written by the Camp's most talented writers in remembrance of battles fought locally, birthdays of local Confederate heroes, etc. If the Camp member selected agrees to write the piece, the PR Committee clears it with the newspaper in question, and the Camp is in business. Ideally, the Camp will have recruited a newspaperman or ex-newspaperman as a member (this should be a high priority). If no one in the Camp has such experience, then the member who is writing the article should study the style and format of similar types of articles that are printed in the newspapers and use them as a guide for writing his pieces.

Working closely with the Intelligence Committee and the Commander, the PR Committee should also suggest ideas for op-ed pieces protesting gross heritage violations in your area. Of course, you will want to read every article and op-ed piece before it goes out, checking not only for accuracy, but also for the right tone. You do not want it to sound arrogant, uncivilized, strident or apologetic. The PR Committee should also provide the local newspapers and radio stations with public service announcements (PSA) announcing the date, time, and location of each upcoming Camp meeting. If no one in the Camp has written radio spots before, the member selected should tape record a number of PSA broadcast by the radio stations for other civic groups, study the style, and time them with a stopwatch. He should write his own PSA, copy in the same style to the length most commonly broadcast (probably 30 seconds).

Good media coverage on a regular basis is like money in the bank. Aside from drawing in a steady stream of high caliber recruits, it will also dispose the local government and school authorities to be more cooperative when you need their permission or assistance to conduct certain Camp activities. It will help you to educate the community about their Southern heritage, and it will make opposition activists less enthusiastic about perpetrat-

ing heritage violations. It will also place much of the community on your side when you do find it necessary to contest a heritage violation.

Brochures about Local Heroes and/or Battles

The most logical way to attract the interest of your community in their Southern heritage is by publicizing the exploits of a Confederate hero who came from their own hometown or county or perhaps by describing a battle fought within maybe a 60-mile radius of your location. The best way to present this information is in a brochure written and published by your Camp, and displayed in the public library and elsewhere.

Your Genealogical Research Committee can generate the information for the brochure. The PR Committee can estimate the cost, select the format of the brochure, select someone to write it, identify a member of the Camp (or a friend of a member) who has a computer with a desktop publishing capability, and decide whether to get the brochure photocopied or offset printed. The idea is to print the brochure in 3.5" wide landscape columns (sideways) in black and white on both sides of a single sheet of glossy or matte finish 8.5" by 14" paper, and then accordion fold it. That will give you eight panels 8.5" high by 3.5" wide, and this will provide plenty of space.

The cover panel should have the Camp name, a title in big type that is easy to read at a glance, an illustration, and one or two lead-in paragraphs of interesting, colorful information to capture the reader's attention. The copy should consist of interesting facts that tell the story in colorful detail. Every paragraph should have at least one surprise for the reader. Write the copy for intelligent high school students who know nothing about the intricacies of battle tactics, military jargon, or Confederate history. In fact, after you have checked the copy, you should have half a dozen high school students read it to see if they can follow it and find it interesting.

Get the brochure printed or copied on high quality glossy or matte finish stock (depending upon which kind the printer says will be most compatible with the kind of ink he's using). Usually the highest quality stock is very expensive; generally there will be a grade that looks and feels almost the same, but costs only a fraction of that amount. You will also need counter top brochure holders to display the brochures and attract the interest of visitors. A pile of brochures left lying on a counter top goes unnoticed, and eventually gets thrown away. You can buy a few brochure holders from a company that sells advertising promotional materials or you can persuade the Camp's resident woodworking artist to build some wooden one's for you. Arrange permission to display the brochures in their holders at the checkout desk of the public library and the school libraries, the Chamber of Commerce, restaurants around town, city hall, and at the county courthouse. Finally, schedule a ceremony to announce publication of the brochure, and arrange for coverage by the news media. You'll need to send somebody around to refill the brochure holders periodically.

Maintaining Confederate Memorials

The Research Committee catalogs details of all Confederate cemeteries, monuments, battlefields, historical homes, historical markers, street names, etc., within the Camp's jurisdiction, publicizes public availability of the historical data, arranges (with local and state authorities) to monitor and maintain monuments and markers, and adopts a road for best known road named for a Confederate hero.

A Book about a Local Hero or Battle

A book written by the Camp about a local hero or battle can focus community attention upon the Confederacy and the Camp for years to come. It will also polish the Camp's image within the ranks of the SCV and among lovers of the Confederacy in general. If the Camp supports the project wholeheartedly, the research, writing and editing can be spread among a number of the members, reducing the workload from a Herculean effort to a number of manageable chores. Such a book is practical only if the Camp embraces the idea and will spend the time to research and write the book. You can find interesting things to say about the hero/battle that will add insights to the reader's overall knowledge of the Confederacy.

There are some questions to be considered before embarking on this type of project. Has the individual or subject been covered adequately in a previous book? Will local bookstores think there will be a steady (if slow) market for the book? Will they display it prominently to launch the initial sales? Is there a specialty book publisher who thinks there would be enough demand locally or on the international market to cover the cost of publication? Does the Camp have four or five writers and an editor who are up to the task? If the Camp believes that such a book might be possible, you should check with an active distributor of books about the Confederacy.

If a local person is writing a book or a magazine article about the War Between the States and seeks help from the Camp in researching his subject, you should, in the gentlest and friendliest way, check his previous writings and his politics before offering to help him. Unfortunately, there are many writers whose motives are hidden until their previous written record is researched.

Donation of Confederate History Books to the Public Library

In most cases, you can arrange with the head librarian for your Camp to donate to the library one or two books each year. After five or six years of donations, your books will outnumber those written by pro-northern authors. Your carefully planned donation will provide throughout the years a wealth of information to the serious students of the War Between the States.

An Annual Essay Contest for School Students about the Confederacy

If your Camp has latched on to the magic formula for fund raising, you can get a lot of mileage out of an annual essay contest for school students. The main point is not to be chintzy. Most essay contests are well intentioned but fail to achieve their purpose because they are not well publicized, and the prizes they offer are of interest to only a handful of students.

With that in mind, your PR Committee should get in touch with the local news media, explain that this is going to be a different kind of essay contest and arrange to get heavy publicity. Armed with that promise, the PR Committee should then seek out a local merchant who supports the Cause, and ask him to provide (at cost) a prize most kids would really like to have! A couple of examples could be a \$500 wardrobe from the *in* clothing store, a 25" TV and DVR, an expensive Nintendo with an assortment of the most prized games, or perhaps an inexpensive computer with modem, mouse and printer.

The next step is to decide whether to run the contest through the school system with heavy support from the media or do it outside the school system purely through the media. Your choice will depend largely upon the topic you select. In each case, give the students a list of suggested source books. Require that the entrants display originality of thought and word. Do not set a maximum limit on the length of the essays. Select as the judges the most widely read members of your Camp, and require them to justify fully their choice of winner. The Camp should award the prize to the winner in a ceremony that is covered by the news media. If possible, you should get this newspaper to print the winning essay if it is short or excerpts from the essay if it is long.

Acquiring Non-Confederate Memorials

Research grounds for acquiring new monuments or historical markers and petition authorities to purchase new monuments or markers.

Showing the Flag

Sponsor battlefield Reenactments where appropriate, conduct Confederate Memorial Day and other Southern ceremonies with news coverage, participate in Fourth of July parades, high school homecoming parades, run a recruiting booth at county fairs and arts and crafts shows, participate in VFW and American Legion ceremonies when practical, and participate in fund raising for disaster relief.

Protecting our Heritage

The Camp Heritage Committee monitors the local media, as well as state and international media for widespread violations affecting the Camp's jurisdiction. The Commander and Executive Council plan the response, and the Camp executes that response. Upon notification by brigade, Division or General Headquarters of a violation requiring the Camp's participation, the Commander and the Executive Council plan the response. Upon notification by the Heritage Committee of a violation requiring action by other Camps, the brigade, the Division, or General Headquarters, the Commander notifies each of those authorities.

Camp Facilities and Equipment

The Quartermaster lists desirable equipment for the Camp to include banners, flags, decorative arms, uniforms and artifacts, a lectern, PA system, DVD and TV, projector, refreshment facilities, books, photocopy machine, etc. and identifies the least expensive way to procure them. At the beginning of the year, the Camp votes to acquire desired items and plans fund-raisers to pay for them.

Socializing

The Programs Committee plans and holds Camp dinners, picnics, and other outings as well as planned trips to nearby battlefields, museums, etc. The committee also plans Camp participation in ceremonies held by other Camps, the brigade and the Division. It also plans Camp participation in General Conventions/Reunions.

The SCV camp is a special interest organization that meets formally to educate its members about Southern history and to conduct business. However, it is also a volunteer organization. Therefore, it is critically important that the Camp meet at least several times a year purely to socialize and strengthen the bonds of friendship.

You should have the Operations Committee schedule several relaxed picnics, dinners, dances, during the year, and make them times during which no business is conducted where graciousness prevails and wives or girlfriends are welcomed. In some cases it is possible to combine business and pleasure, as with Camp outings to nearby battlefields or museums.

The Camp does not exist in a vacuum and it can benefit considerably by swapping ideas, methods and intelligence with other Camps. The best venue is for as many of the members as possible to participate in events staged by nearby Camps, the brigade and Division. Also, each year the Camp should send a full slate of delegates to the SCV General Convention/Reunion.

Special Event Insurance and Liability

Any special event or program, which is sponsored by the Camp or Division, should be adequately insured. Special event insurance can be obtained in your local community for most activities at reasonable rates. Officers and members should never promote an event unless it is adequately covered by liability insurance.

Permissive Use of the SCV Service Mark

The SCV gives the officers and members the right to use the SCV service mark (logo) in the promotion of events, advertising, letterhead, envelopes, etc. If there are any questions about the use of the service mark, members and officers should contact the General Headquarters immediately. SCV camps are permitted to use the SCV logo to produce clothing and hats for their Camp members provided their Camp's name and/or number are also included with the logo. These items may only be sold to active dues paying SCV members. SCV Divisions are also free to produce logo merchandise, provided that each item has the name of that Division along with the SCV logo, and again the items may only be sold to active dues paying SCV members. If a Camp wants to produce and sell logo merchandise using the Division's name, the Camp will be required to obtain permission from the Division

Commander and possibly his Division Executive Council depending on how they treat this type of request. Additionally some vendors will require written permission from the GHQ before they will use the log to create the merchandise.

Uniforms

There is no official SCV uniform. However, many Camp members have adopted Blazers or uniforms, mainly as the result of activities during the War Between the States centennial and their desire to participate in the Camp's Color Guard or with a reenactment unit. Uniforms may be handmade or purchased. Many of the local Reenactment units have uniforms and would gladly provide the interested member with sufficient information as to where either uniform material or uniforms may be purchased. Members in uniform may participate in memorial service, graveside services, parades, educational programs, reenactment, and many other functions where a uniform would be appropriate.

The Formation of a New Camp

A concise guide on how to organize and charter a new Camp of the Sons of Confederate Veterans includes the necessary forms. The „Application for Camp Charter -Sons of Confederate Veterans“ form is a must! This form may be acquired from the Division Commander or by writing to General Headquarters. The address for both may be found in Appendix B and E respectively. Another helpful source is referring to the sample Camp Constitution, Division Constitution, and General Constitution in the appendix of this handbook. The applicable Division and Brigade Commanders names, addresses and phone numbers should be obtained from General Headquarters and contacted for their guidance.

Usually one or more men will have a desire to form a new SCV camp. Sometimes others will share their vision. Whether one or several men see the need is not the most important factor to consider. The desire can only become a reality if a plan is devised. That plan must be predicated upon a full knowledge of the purpose and the policies of the SCV. Most all men who qualify for membership in the SCV have at least a latent interest in their heritage. However, the men who would form the charter membership of a Camp should have an active and abounding interest. A new Camp might not grow rapidly and hence the charter members need to be men of dedication who are willing to stay the course and see the new Camp well founded and functioning. It will take hard work and some expense to pull together a group of men who would form a new Camp; therefore, there is a need for good discipline and a strong determination to succeed.

Consider your community objectively. Is the community large enough to support a Camp? Most towns and cities should be able to support a Camp. Do any members of the community have a genuine interest in and concern for our Confederate heritage? Are any men in the community current or past members of the SCV? Past members might be a source for charter members of a new Camp since they might have let their membership lapse because a Camp did not exist in their hometown.

Having evaluated your community and finding it conducive to forming a Camp, begin by assembling the qualified men and conducting regular meetings. The men needed to organize a Camp can be new to the SCV (having presented all of the needed documentation) or present members who may wish to transfer from an existing Camp or past members seeking reinstatement.

Large camps usually have members living in surrounding communities that have to drive some distance to attend meetings. These men would usually prefer a Camp in their own community and would be willing to help organize a new Camp by transferring their membership. This transfer will temporarily decrease the membership of the losing Camps but no lasting overall reduction will occur. In fact these transfers will strengthen the Division and the brigade in which the new Camp is organized. The result will be a net gain to the SCV.

Seven men are required to charter a new Camp. The rate at which a Camp might grow will depend upon several

factors. The density of the population will have a large effect. Most of all, the dedication of the members to recruit others will be the major factor. Each man should seek to recruit his father, sons, brothers, uncles, cousins, nephews and friends. In the case of family, research will have already been done. Men with whom you work, trade, attend church, as well as neighbors and clubs to which you belong are a source of potential members. After you recruit a man outside your family, persuade him to begin recruiting within his family. If you work to recruit, the Camp will grow. Each new member can be a multiplier to the rate of Camp growth.

Procedures to Form a Camp

A sample copy of all forms needed to form a Camp is included in the appendix of this handbook. Use this single copy as for familiarization and order original documents as needed from General. For those who are applying for new membership, in addition to prodding all of the needed copies of ancestral documentation, it will be necessary to fill out the application forms, which come from General Headquarters (these cannot be copies). Also included in the appendix are the name, address and phone number of the present Division Commander, Division Adjutant, and General Headquarters. Having found seven (7) or more men, who desire to form a Camp, set a time and place to meet. At this organization meeting, temporary officers should be chosen. You will need a Commander, First Lieutenant Commander, Adjutant (also acting as the Treasurer) and Chaplain to comply with Article 11, Section 8 of the General Constitution. Minutes of this meeting and all future meetings should be kept for the future Camp's archives.

Next choose a name for your Camp. You may use the name of a Confederate veteran, the name of a Confederate unit or the name of an individual other than military person. General Headquarters will assign a number when the charter is granted, but the Camp may choose any name it wishes. If your community has had a previous SCV camp, then that number may be reused if it has not already been assigned to another Camp. You may also use a name that is already in use by another Camp if you wish. Try to select a name that relates to the Camp membership or the community it serves. The Camp must also adopt a Constitution. This manual provides a sample Constitution for this purpose. The Camp may use this or adopt another. Whatever the Camp adopts must conform to the General Constitution. The time period necessary or desired to accomplish the above steps may be very short or extend over a period of months. The important matter is to be organized, to meet on a regular basis and to be prepared to undertake the duty of defending the good name of the Confederate Soldier in your community. Having fulfilled the above, you must now fill out the Application for Charter. Please note that signatures (not printed names) are required. Be sure that the officers that you have chosen sign on their respective lines. There is a \$20.00 charter application fee, which must accompany the application. The check should be made payable to "General Headquarters, Sons of Confederate Veterans." Also, any new member application and check must accompany the charter. In addition, a Request for Transfer form of any transferring member must have been completed by all parties and accompany the charter. See Appendix E for sample transfer request. Since some of the charter members will be new to the SCV, their applications must be completed and approved. The Division Commander (or Army Commander in a non-organized Division) or someone who he assigns must approve these applications. Dues and fees plus an original application form would also accompany the Application for Charter as it is sent to General Headquarters. It will be necessary to open a checking account. The SCV is a non-profit, tax-exempt organization. Contact the Division Commander and ask permission to use the Division number when opening this account. However, this may be done after the Camp charter is granted. At that time General Headquarters will send you this tax number. The dues required to join the SCV consists of General, Division and Camp dues. The General dues for a new member are \$3 plus a one-time recording fee of \$5. It is the prerogative by vote of the Camp to set whatever dues figure they desire so long as it includes General and Division dues and fees. Each Division sets Division dues. These Division dues must be paid for all members who have not yet paid for the current year. These dues must accompany the application for charter when it is sent to the Division Commander or Army Commander. Those who are transferring will likely have already paid their dues. The entire packet consisting of the Application for Charter, transfer forms, new member applications, checks and a copy of the Constitution adopted by your Camp must be sent to the Division Commander. The Division

Commander must approve the application for charter before it is forwarded to General Headquarters. When forwarding the entire packet to the Division Commander or Army Commander, include a letter addressed to General Headquarters, which details the forms and money that pertain to General Headquarters. Also include a letter addressed to the Division Adjutant detailing the forms and money, which relate to the Division and a letter addressed to the Division Commander or Army Commander detailing the entire contents of the packet. Retain a copy of all these letters for your permanent Camp archives. If all forms have been properly completed and all appropriate payments sent, you will soon receive good news from the General Headquarters. This news will come first from the Adjutant-in-Chief. When the actual charter is completed by General Headquarters, it will be sent to the Division Commander who will contact the new Camp Commander. They will both agree to a set time and place to meet and present the charter to the Camp. To be accepted as a member of the Sons of Confederate Veterans is a real honor. To be instrumental in forming a new Camp of the SCV is a rare privilege very few men will ever experience. If you are so privileged, you are urged to continue your support of the Camp for the remainder of your life. It is well to remember our venerable ancestors whose persistent continuance in their duty remains unsurpassed. The blood of heroes and humble men flow in the veins of their heirs. Will these heirs be worthy descendants and cause the exploits of valor to be remembered with honor and dignity? An endeavor to preserve and perpetuate one's noble heritage and to offer the virtues exemplified therein to the community and the nation. Let us raise proudly that beloved banner that proclaims our heritage of honor.

“Wherefore seeing we also are compassed about with so great a cloud of witnesses, let us lay aside every weight and the sin which doth so easily beset us, and let us run with patience the race that is set before.” This is good advice to all who would contend for the good name of the Confederate soldier and to organize a new Camp of the Sons of Confederate Veterans.

Instructions for the Charter Application

1 Fill in the date on the line provided at the top right. 2 Fill in the city and state where the Camp will be located. 3 Fill in the name that you are requesting for your Camp. 4 Fill in the name of your Division in the Division of blank. (See Appendix B) 5 General Headquarters will assign the Camp number; therefore, it is not necessary for you to fill this in. However, if a previous Camp was specifically located in the county (town) where the new Camp is to be located, this number can be requested. (A letter of inquiry to General Headquarters may reveal this information). 6 Fill in the year of your proposed next election of officers. 7 Fill in the amount submitted with the charter application (\$20.00 charter fee + \$5.00 recording fee for each new member + \$30.00 membership fee for each member. 8 Fill in the total number of new members forming this Camp. 9 Fill in the full name of each of the officers that have been selected and the mailing address of each of these officers. 10 Under “Other Members” list each member (not shown as an officer) and each member's address. 11 In the spaces provided at the bottom of the application, the Adjutant and Commander should affix signatures with the Commander's address being included again. 12 On the reverse side of the application are spaces for endorsements. The Division Commander and the Adjutant-in-Chief will fill these out. 13 General Headquarters will fill in the summary form, in the middle of the reverse side of the form

General Instructions

Three copies of the application must be submitted. One of these copies must bear the signatures of at least seven (7) members of the applying Camp. The other two (2) should be typewritten and all should bear the signature of the Commander and the Adjutant, in the spaces provided at the bottom. When the Charter Application is completed, all three should be sent to General Headquarters. A check for the total amount should accompany the applications. It is a good business practice to provide an itemized breakdown for the total amount with the check. Official Applications for Membership must be submitted in duplicate for each new member of the Sons of Confederate Veterans forming the new Camp. One of these must be on the acid free application form provided by General Headquarters. It is recommended that the Camp retain a copy of each application for its records. It is further recommended that an additional copy be forwarded to the Division Adjutant along with any Division

dues that may be applicable. Each Division determines the amount of Division dues and the Division Adjutant should be contacted to ascertain the dues for your Division. In the event that some of the requisite seven (7) members are transferring from other Camps, an official transfer application must be processed and included with the Application for Camp Charter. See Appendix E.

Conflicts and Personalities

In any organization there will be as many divergent views of any one situation as there are individual members. The success of any Commander, whether on a local, state, or national level, will depend upon his ability to resolve any conflict that may arise with the minimum of disturbance. And with the diverse interest and personalities that exist with any given Camp, it is expedient that the Commander develop a course of action to divert a potentially explosive situation or to resolve differences in opinion or philosophies.

The first course of action in any situation is for the Commander to approach the individual antagonists in a private manner, preferably alone. There the Commander can try to resolve the situation without it becoming the source of gossip. If the situation is resolved, the matter should not be the subject of any further discussion. If the matter cannot be resolved privately then the Commander should approach the antagonists in the presence of two or three other Camp officers. The Camp officers should offer a resolution, and if the compromise is acceptable, the parties should separate without further discussion. If the compromise resolution is not accepted, the matter should be brought before the whole Camp or Camp Executive Council for their decision, which is binding. Should it be required, further discussion could be handled by the Division Inspector General and/or Judge Advocate, and if necessary, brought before the Division Executive Council.

As it should be readily recognized, any situation that can be brought to a reasonable conclusion with the fewest number of compatriots involved will lend itself to maintain peace among the membership and will ensure less disquieting discussion. The less energy exerted to maintain one's pride will mean more energy can be exerted in the areas for which Camps are created, that is to protect and perpetuate our precious heritage. Any time spent arguing, disturbing meetings, writing hostile letters, bickering, making costly telephone calls, or leaving messages on a computer is simply a waste of valuable resources.

Above all, SCV stationery, postage, mailing lists, cannot be allowed to be a part of such hostilities.

Resolutions

Resolutions have the purpose of giving notice of some matter or deed that needs recognition. There is no one way that a resolution may be described. Every resolution is different in wording and format. The Camp Judge Advocate would be the officer to write resolutions for the Camp.

Memorial Services

This service is suggested when a Camp or Division desires to memorialize a departed comrade or when it may wish to remember several departed comrades at an annual memorial service. It may be varied to suit special circumstances and the terminology changed when more than one comrade is memorialized. It is not intended to replace a regular church or graveside service.

When all are assembled at the appointed meeting area one of the flags of the Confederacy is brought forward and presented. The Commander ties a black cord or ribbon at the top of the flag, which will remain on the flag throughout the service and during any meeting, which may follow, and the charter of the Camp is draped in black cloth. After the flag and charter are appropriately decorated the Commander begins the service.

Commander

“We are here today to pay the last tribute of friendship to our Honored dead. We, the descendants of the officers and men of the Army, Navy and Marine Corps of the Confederate States of America have assembled in loving memory of our friend and compatriot in the Sons of Confederate Veterans.”

Chaplain

“Man that is born of woman is of few days, and full of trouble. He cometh forth like a flower, and is cut down; lie fleeth also as a shadow and continueth not. As the waters fall from the sea, and the flood decayeth and drieth up; so man lieth down, and riseth not; till the heavens be no more, they shall not awake, nor be raised out of their sleep. For I know that my Redeemer liveth and that he shall stand at the latter day upon the earth and though his body be destroyed yet shall I see God: Whom I shall see for myself, and mine eyes shall behold and not another.”

Lieutenant Commander

“Compatriot _____ was a good soldier and faithful member of our Camp, tried and true. He has fought the good fight. The bugle has sounded taps and he is at rest. He will sleep until the reveille of heaven calls him to take his place in the ranks of the immortal legions of the Great Commander.”

Chaplain

“O God, Creator of the universe and Commander of the hosts of heaven, to thy care we commit the spirit of our departed comrade(s). While by day the sun makes its round, and by the night the stars keep watch and ward above the bivouac of the dead, grant that we may have the life and example of our departed comrade(s) so in remembrance that our years may be years of usefulness and honor, and that at last when we have crossed over the river to rest under the shade of the trees with Lee and Jackson and Johnston and Davis, we may find our names inscribed upon the rolls of thy celestial hosts. Amen.”

Graveside Service

This service is designed to either precede or succeed the regular burial service at the graveside of the departed member. The wishes of the officiating clergy and the family should be determined in what order the Sons of Confederate Veterans service will be conducted.

Prior to the beginning of the service, it is desirable that the coffin be covered with the Confederate Battle Flag. If at all possible, a uniformed firing party of at least three uniformed soldiers will be present, as will a bugler. All the members will assemble at a short distance from the grave so that they may approach in military step preceded by a flag of the Confederacy. This should not be the battle flag, which on this occasion is reserved for the coffin of the deceased comrade. One of the versions of the National flag should be used. When all have arrived at the graveside the Commander will take his place at the head of the casket and the Chaplain at the foot and the service will commence:

Commander

“We are here today to pay the last tribute of friendship in the presence of the Honored dead. We are to commit to the grave the body of a compatriot whose life, aside from its other ties of friendship and sociability, was drawn very close to our lives by a bond of love which was formed amidst a common dedication to that great heritage and responsibility which is ours as descendants of the Confederate Soldier in the Confederate States of America.”

Chaplain

“We have heard with our ears, O God, our fathers have told us, what work thou didst in their days, in the time of old. Surely I will never forget any of their works. Yea though I walk through the valley of the shadow of death. I shall fear no evil, for thou art with me. Thy rod and thy staff they comfort me. God is our refuge and strength,

a very present help in trouble. We call upon you, O Lord, in the day of trouble as thou sayest. 'I will deliver thee and thou shalt glorify me. Blessed are they that mourn, for they shall be comforted. Then shall the King say unto them on his right hand, come, ye blessed of my Father; inherit the kingdom prepared for you from the foundation of the world.' Amen."

Lieutenant Commander

"He was an honored member of our great Order, true and tried, a gallant spirit who, by his steadfastness, helps lift up the immortality of Southern Arms. He fought a good fight and has left a record of which we, his surviving compatriots, are proud, and which is a heritage of glory to his family and their descendants for all time to come. Be thou faithful unto death, and I will give thee a crown of life."

Commander

"Once more the bugle call has sounded and another compatriot, obedient to the signal, has laid down in his last sleep. No more shall the sound of martial music, the measured tramp of marching legions, the crash of arms, or the roar of conflict arouse in him the warrior's resolve 'To do, or die.' His battle of life has been fought, he has been relieved from his post of duty in our great Sons of Confederate Veterans, and he has crossed over the river to rest under the shade of the trees. Let us leave him to his rest, and as the earth will hide him from our sight forever let us bury in oblivion any recollection of his human frailties, commemorating only the virtues of one who was our friend. Yet a little while, and we, too, shall fold our hands in peaceful repose, from which there shall be no awakening until the last great Reveille shall rouse the slumbering faithful to answer to their names before the great Captain of the Universe."

Lieutenant Commander

"Compatriots, let us engage in the battle of life with an unfaltering resolve to do our duty. Let no vicissitudes, however trying, no pleasures, however alluring, drive or tempt us to abandon our pose; and when at last we approach the Sentinel that keeps eternal guard over the great golden gate, let us be prepared with the countersign that will admit us to the company of those who have been tried and not found wanting, those choice spirits who, holding their conscience unmixed with blame, have been in all conditions true to themselves, to their country, and to God."

Chaplain

"O God, Creator of the universe and Commander of the hosts of heaven, to thy care we commit the spirit of our departed compatriot. While by day the sun makes its round, and by night the stars keep watch and ward above the bivouac of the dead, we commit his body to the earth. Dust to dust, ashes to ashes, in the sure and certain hope of the resurrection of the dead through Our Lord Jesus Christ. Amen. May his soul, and the souls of the faithful departed, through the mercies of Christ rest in peace. Amen."

At the conclusion of the prayer, the firing party will fire three volleys. The bugler will then play taps. The Commander and Lieutenant Commander or other appointed members of the Camp will fold the Confederate flag and present the sacred banner to the widow or other family member designated to receive the same. The members will then withdraw and be dismissed by the Commander.

Confederate Memorial Day Activities

Presentation of the SCV War Service Medal is an extremely important ceremony and should be conducted in a dignified manner in keeping with the occasion. When presenting this medal, one of the highest awarded by the Sons of Confederate Veterans, we are honoring two men, the recipient and his Confederate forbearer.

The presentation of the medal should be reserved for special meetings of the Camp or Division. On every occasion, however, the presentation of the medal is always the first order of business.

Presentation of Medal

Ranking Officer

‘Thus is a special time I am privileged to present the War Service Medal, one of the highest awards made by the Sons of Confederate Veterans. This award is made for faithful and devoted service to our nation and reflects favorably upon the recipient and his Confederate ancestry.’

Second Ranking Officer escorts recipient forward and stops facing the ranking officer.

“Commander, I have the honor to present (name) who is to be awarded the SCV War Service Medal. Com-patriot (name) served in the (Branch) from (date) to (date).” (Give special information such as rank attained, assignments, awards, citations. combat and theater ribbons etc.)

Ranking Officer

“By the power and authority vested in me as an officer of the Sons of Confederate Veterans and (give name and number), I now present the War Service Medal to (name).”

Ranking Officer now steps forward and pins the medal on recipient.

Ranking Officer

“I congratulate you Sir upon this honor and express the gratitude of our organization and our nation for your contribution. As you wear thus award, it will serve as a reminder, not only to you, but all who shall see it, of your service to the United States and your ties to the Confederate States of America.”

Conclusion — attendees will come forward and congratulate the recipient.

Marking a Confederate Soldier’s Grave

Camps should commit to a program of locating cemeteries containing the graves of Confederate soldiers and make an effort to either clean the complete cemetery, or at least the graves and headstones of the Confederate soldiers. Headstones should be replaced after they have become too worn and broken, making them unworthy of the respect due to a Confederate soldier. Headstones may be ordered from the Veterans Administration free of charge, provided that the grave is not marked by any other means. Forms for Federal Government headstones may be requested on line at: www.va.gov/vaforms/va/pdf/va40-1330.pdf

Cross-of-Honor Order Information

A replica of the Southern Cross of Honor, placed on Confederate graves in years past by the United Daughters of the Confederacy, may be ordered from the GHQ merchandising sales office. It weighs 32 pounds and is shipped by UPS. The Southern Cross of Honor is made of iron, a Maltese cross design with Deo Vindice on one side and CSA and 1861-1865 on the other. It is normally placed at the foot of the Confederate Veteran’s grave. The cost at this time is \$135 plus approximately \$20.00 shipping and handling. Tennessee residents must add 9.75% sales tax. The Cross of Honor may be ordered from:

SCV Merchandise Sales PO Box 59, Columbia TN 38402-0059

Section 11: CAMP FINANCES AND TAXES

Taxes

Tax Exempt Status for Camps and Division — Obtaining tax-exempt status from the Internal Revenue Service offers numerous advantages to the Camp and Division. Under this privileged status, gifts to the Camp or Division may be deducted from the tax liability of the donor. Donations for projects and expenses incurred, on behalf of the Camp or Division while carrying out its business are two of the benefits derived under this privileged status. Obtaining Coverage -Camps or Divisions may apply directly to the IRS for tax-exempt status; however, most Camps and Divisions find it much simpler to seek coverage under the General organization's "umbrella" coverage. Such coverage is not automatic. You need to let the GHQ know you wish to obtain this status and they will complete the application for you, mail it to the IRS and provide you the number. **Remember no raffles, bingo or any time of charitable gaming is allowed.** Note — Once tax-exempt status is extended to your Camp or Division under the group exemption coverage of the General organization, IRS Form 990 E notice must be filed on line only every year with the Internal Revenue Service or an actual Form 990 return when your revenues exceed \$50,000 annually. The IRS Forms may be obtained from local IRS office or the Internet. Beginning after the fiscal year ending July 31, 2008, Camps will be required to complete a simple on line E post card with the IRS providing the Camp's tax ID number, Camp name, and name and address of the Camp Commander. This will be required to be completed between August 1 and December 15 each year.

Fund-Raising

People belong to organizations for three basic reasons:

- 1.The pleasure of fraternizing with like-minded people;
- 2.The ability to benefit the community in ways they could not accomplish as individuals
- 3.The satisfaction of belonging to an organization which expresses some positive aspect of their personalities and interests; therefore, it is respected within the community.

The SCV provides a fourth reason, which few of the traditional organizations can provide, patriotism the preservation of our heritage. Our Southern heritage is now under concerted attack. Under current circumstances, it would be easy for the SCV camp to overemphasize the patriotic aspects and forget the three basic reasons why an organization exists. The successful Camp pays careful attention to satisfying the three basics while at the same tie channeling the Camp's energies into patriotic activities. In many ways, a Camp is like a person -no one, including the Commander, can give a Camp self-respect. The Commander can establish the operating style, provide the objectives, and lead the way, but the members themselves have to overcome the obstacles and perform the deeds that will give them pride of accomplishment and create *esprit de corps* within the group. Otherwise, the Camp will just plod along with its head down and will be of little use to its members or the community. When an SCV camp accomplishes a difficult task that in some manner benefits the community, it does so in a style that is gracious and mature but also exhibits the light touch and subtly makes the community aware of its deeds and its operating style, then the community will respect the Camp. This, in turn, makes membership in the Camp a desirable prospect (thus increasing the membership), and it causes the community to cooperate more wholeheartedly with the Camp enabling the Camp to go on to bigger and better achievements. So, in order to flourish and grow, the Camp must perform. However, almost anything the Camp might want to do costs money, and in many SCV camps, a severe shortage of money is the limiting factor. How is that barrier eliminated? The first step is to make money the secondary consideration in the Camp's thinking. The best mechanism for bringing about that drastic change is the budget.

The Annual Budget

As those who presently use it are well aware, an annual budget provides three wonderful benefits. First it causes you to think about what you want to accomplish; thereafter, the only worry is how to pay for it. Second, since actually having to pay for the wondrous feats you are planning will now usually occur at some time in the future, you tend to be a lot braver about committing to such activities. And third, once a budget has been put on paper and agreed to, it tends to become sacred in people's minds. And that is great, but SCV camps must accept one proviso. It must be understood we are engaged in defending our heritage against a determined adversary, and we must respond to attacks as they occur. Sometimes that costs money, in which case, the Camp must be flexible enough to raise additional funds or postpone one of its budgeted activities.

The One-Year Plan

The best way to begin the budgeting process is to ask all the members to put together wish lists of the two or three things they would most like to see the Camp accomplish during the next year as if cost were no object. As the second step, the Executive Council screens the lists to eliminate the excessively improbable and obscure, adds its own wishes, and farms out the list to the Camp's most experienced CPAs and corporate budget expert who assign rough cost estimates to the various projects.

Then the Executive Council screens out the obviously unfordable projects, selects the most promising ones from the lists, and puts them together into a one-year plan. This plan should consist of an array that will result in a balanced program of activities for the Camp. Also, the plan should be one that will be supported enthusiastically by the membership and result in a larger budget than the previous years. It must also be a budget that will be perceived by the membership as challenging and yet attainable. Your one-year plan should include at least one major charity event purely to benefit the needy, preferably those located within your community. This will allow the Camp to legitimately include itself among the ranks of the mainstream service organizations in the community and the community will perceive it as such. Great benefits can flow from this perception as opposed to a notion the Camp is strictly a self-indulging, single focus group. Motorcycle clubs who conduct annual rides to benefit Toys for Tots know exactly what they are doing. Present your preliminary one-year plan as such, and without any numbers, to the Camp for its approval.

The Annual Budget

When you have the Camp's approval for your preliminary plan, the next step is to transform that plan into an actual budget. Break down each proposed activity of the plan into the tasks that will be performed by the standing committees in the Camp. Once this is accomplished, you and your chief budget person should sit down with the chairman of each committee and determine a cost estimate for each task. Next, compile the one-year plan and its costs into an annual budget.

A highly simplified example of an annual budget might include the following types of expenses:

Meeting room and light refreshments at restaurant \$600 Letterhead, photocopying, postage \$400 Travel expenses of six visiting speakers \$300 Publish and mail monthly newsletter \$300 Purchase books for Camp library \$150 Publish brochure about local Confederate hero \$250 Buy plot containing battlefield memorial, build visitor center \$5600 Food and drinks for Camp picnic \$100 Camp anniversary dinner at restaurant \$500 Total \$8,200

When you have completed the annual budget, you will know how much money the Camp will need during the forthcoming year (barring unforeseen disasters) and when you will need it. The next step is to figure out the best way to raise that amount of money in your particular Camp.

Matching the Fund Raisers to the Personality of Your Camp

Unless your Camp has already hit upon the perfect fundraiser that supplies all of your needs for the year, you will have to spread out your efforts among several fund raising activities. There are two basic methods by which an organization raises money: (1) everybody sells; and (2) the organization puts on an entertainment event and encourages the community to pay to attend it. You should consider using both event and encourages the community to pay to attend it. You should consider using both methods for variety; however, you should concentrate on the one that best matches the personalities of your Camp and your community.

Direct Selling

The members of some Camps take to direct selling of items such as Vidalia onions, pancake breakfast or chili supper tickets, baked goods, etc. very quickly. These individuals tend to fall into one of two categories. First are the up and coming young people who see selling as an exciting challenge. Second are older people who are well connected in the community, belong to other civic organizations and Sunday school classes. With their connections already established as a captive market, they can sell a number of consumer items at one shot.

Another factor in the equation is the nature of the surrounding community. Direct selling is easy in towns and small cities where the people have deep roots and there are highly active civic groups. In such places, the mature, responsible people have a great deal of respect for the members of organizations who go out and hustle to raise money for their groups. Not only will your Camp be able to sell well in such places if the citizenry thinks The Cause is worthwhile, but your Camp will gain points in the public eye for taking the trouble to do so.

To decide which products or services your Camp should sell directly to raise money and how to sell them, study the successful techniques used by the other civic clubs and church groups in your community. The previous year's issues of the local newspaper will give you some idea as to what is going on. Plug in new items to differentiate your products and sales techniques from the other groups. There is another element to consider, people who like to sell also like to compete. Every direct selling fundraiser by the Camp should also be a sales contest for its members. The prize being commensurate with the amount of money being raised, starting with a dinner for two at a medium priced restaurant. Also, you should have a ceremony to announce the winner at a Camp meeting and the top five salesmen should be recognized and praised in the Camp newsletter.

The competition could also extend to other Camps. If your brigade and Division do not already do so, you might suggest that they set up a competition among Camps for fund raising, membership growth and overall achievements, with various categories for different size of Camps. The winning Camp is proclaimed Camp of the Year, amidst much fanfare. That Camp receives a trophy or a wall plaque, possibly the winning Camp could have its Division dues rescinded for a year. Once this kind of competition becomes firmly ensconced within the brigades and the Division, Camps will sometimes move mountains to come out on top.

Promoting an Entertainment Event

In some Camps, the members simply do not like to participate in direct selling fundraisers. Camps situated in communities with transient populations or in big cities, may find direct selling difficult. If it has been tried and a best effort given without success, then the Camp should concentrate upon other fund raising methods.

One approach is to put on or promote paying events that provide entertainment of one kind or another while advertising and promoting those events heavily to draw paying customers. In this type of fundraiser, the best approach is to create an annual event that will gradually build in popularity, size and profits over the years. It can quickly become a tradition in the community, which means that you get repeat business (if the event is run well and priced correctly) and the news media will promote it heavily for you. In addition, those who have not attended it previously will figure that because it has lasted this long, it must be pretty good. In some cases, sponsoring

a major start-up event such as a fair might require more personnel and seed money than the Camp can provide. The Camp's best bet, in that case, may be to form a coalition with one or more other non-profit civic clubs in the community, set up a shell corporation to handle the cash event, splitting the manpower requirements, costs and profits with the other organizations. To be very clear, please consult the SCV Organization Affiliation Policy found in Appendix G.

Distancing the Camp from Fund Raising Event

One approach is to cut back the fund raising activities by beefing up the Camp dues. Many international service organizations (Kiwanis, Rotary, etc.) charge membership fees of \$140 - \$160 per year, much of which remains with the local group. If your Camp chooses to do likewise and you can clear \$100 - \$130 per year per member, then you won't have to hold nearly as many fund-raisers. However, total membership may suffer as a result of this approach. Another idea is for the Camp to hire a professional fundraiser locally to work solely on commission. The critical factor is to search diligently for someone who grew up in your community, loves to promote and sell, has a good local track record, can work part time, and is respected within the community.

You must explain to your professional fund raiser that his activities on your behalf will play a major role in shaping the public image of your Camp, and that the Camp and its members must come across to the public as highly civic minded and pure. When you decide upon your fundraiser, make certain that your lawyer includes the necessary legal safeguards for the Camp. The professional fundraiser should recommend projects for the Camp that he can carry out mostly on his own, and it would be helpful if the Camp is able to monitor the sales, expenses, and profits.

A Camp CPA and Lawyer

Regardless of the methods that your Camp selects for fund raising, have the Camp's Certified Public Accountant (CPA) and lawyer check every detail of each event to make certain that you will not run afoul of any tax code, or any state or municipal legal code and to steer you clear of any liability lawsuits.

Typical Fund Raising Projects

The following are a few general examples of fund-raising activities, grouped by category. Direct Selling - A few fundraisers involving direct selling are:

Sales-Confederate books and memorabilia. The Camp rents booth space at the county fair or arts and crafts show at which it sells items bought at cost (or donated new items) at a fair retail price. Sales -Food items. This category includes special chocolate bars, cookies, baked goods, exotic flavors of ice cream, etc. In case of perishables, the customer buys a ticket and collects the goods from a participating local food store. Some items might be made from scratch while others may be purchased from volume suppliers who advertise in the monthly magazines of the other civic clubs. Sales-Calendar. The Camp could sell Confederate theme calendars purchased from a specialty supplier. Sales -Consumer goods. The Camp could check with wholesale sales promotion companies to find a useful but inexpensive item not commonly available in retail stores.

Sponsoring an entertainment event. A few of the fundraisers that involve sponsoring an entertainment event are: Annual dinner. The Camp would put on an expensive black tie or semi-formal dinner at a restaurant specially decorated with Confederate memorabilia, with a highly entertaining after dinner speaker to talk about the war and its aftermath. Music Concert. Bluegrass, country and western, pop music are examples. Fair. The Camp might wish to team up with other civic groups to put on an annual county fair or an arts and craft show if one does not presently exist and there is a market for it. Reenactments. If a battle was fought in the vicinity, and no other reenactments are being staged in nearby towns, the Camp might wish to stage one. Air Show or other specialized activity. Other such events are tractor pulls, mud racing, ice racing, etc.

Sponsoring Charity Events. Some fundraisers lend themselves to collecting money strictly for charity and not for the Camp's use. A couple of these are: Golf Tournament. Cut a turnkey deal with the country club for greens fees, cart, and throw in a light lunch. Sign up local business men as players at \$50 to \$75 each. Make your money, persuading local businesses to sponsor a hole at \$50 for advertising and get other businesses to donate prizes.

Road Race (for runners.) Sponsor a 5-K or 10-K event with a colorful name, lay out the course with the city's blessing, take the \$20 entry fee, give each runner a number, score the race, and give all finishers a tee shirt (that is where a colorful name and theme comes in handy).

The Finale

Having decided upon a tentative schedule of fund-raisers for the forthcoming year that will match the skills and interest of the Camp, the Executive Council should sit down with the chief budget person, the lawyer, and the chairmen of the committees that will be involved, and estimate the costs and revenues involved. When all the numbers seem to add up, you should present the annual budget and the fundraising schedule together to the Camp for its approval.

Section 12: OTHER AFFILIATED and/or LIKE-MINDED ORGANIZATIONS

United Daughters of the Confederacy (UDC)

Mrs. Caroline Meriwether Goodlett of Nashville, TN and Mrs. Anna Davenport Raines of Savannah, GA organized the United Daughters of the Confederacy at Nashville, Tennessee on September 10, 1894. The UDC was the outgrowth of many local memorial, monument and Confederate Home Associations, which were founded after the War Between the States. It is a non-profit, non-political organization.

The objectives of the organization are historical, educational, benevolent, memorial and patriotic, and their purpose is to honor the memory of those who served and those who died in the service of the Confederate States. Their further goals are to protect, preserve, and mark the places made historic by Confederate valor, and to collect and preserve the material to ensure a truthful history of the War Between the States. They also want to record the part taken by Southern women in patient endurance of hardship and patriotic devotion during the struggle to include their untiring efforts after the war during the reconstruction of the South. Their founders fulfilled the sacred duty of showing benevolence towards the survivors and those dependent upon them and they have assisted descendants of worthy Confederates in securing a proper education and they encourage the ties of friendship between and among the members of the Southern heritage organizations.

Those eligible for active membership are women no less than sixteen years of age who are blood descendants, lineal or collateral, of men and women who served honorably in the Army, Navy, or Civil Service of the Confederate States of America, or gave material aid to the Cause.

Admission to the organization is by invitation through a Chapter. For more information, write UDC Business Office, 328 North Boulevard, Richmond, VA 23220-4057, Telephone: 804-355-1636, Fax: 804-353-1396, E-mail: hqudc@rcn.com Please include a self-addressed stamped envelope with all correspondence.

The Sons of Confederate Veterans and the United Daughters of the Confederacy share a common heritage and have many similar objectives. The basic goal of both organizations is to see that history is recorded and taught correctly. Let us recognize this fact as we pursue these goals in harmony.

Children of the Confederacy (C of C)

The Children of the Confederacy is the youth group (both male and female) of the United Daughters of the Confederacy and it can be a breeding ground for the future leaders of the SCV if we will only take advantage of it. Having our young people become involved in Southern activities at an early age will be conducive for active interest when they become adults.

The SCV should assist the local chapters of the UDC in supporting C of C chapters by encouraging the children of our SCV camp members to become members and be involved with the local C of C chapter. We should also offer to give programs at the C of C meetings and invite the C of C chapters to SCV outings and programs as well as having them involved in our programs.

If there is no C of C chapter in your local area, it would be advisable for the SCV camp to consider structuring children's activities as a part of its SCV programs. Truly, our youth are our only hope that Southern Heritage and traditions will continue on after we have passed from the scene.

For additional information about C of C, contact:

United Daughters of the Confederacy, 328 North Boulevard, Richmond, VA 23220-4057

Military Order of the Stars and Bars (MOS&B)

The Military Order of the Stars and Bars was founded in 1938 by fifteen gentlemen who had served as commissioned officers in the armed forces of the Confederate States of America. It is the only active heritage organization created by Confederate Veterans. Today, the MOS&B is an educational, historical, genealogical, patriotic, and charitable tax-exempt organization whose members are the direct and collateral descendants of the Confederacy's commissioned officers and civil servants. The MOS&B is loyal to the United States, and many of its members have proudly served in the nation's armed forces and state and federal civil service. The MOS&B is organized through local chapters, state societies, and a national organization.

Those eligible for active membership are men who are blood descendants, either lineal or collateral, of men and women who served honorably as a commissioned officer, Surgeon, or Chaplain in the Army or Navy of the Confederacy or as an elected or appointed official of the Confederate States government.

For more information, contact the MOS&B IHQ, PO Box 18901, Raleigh, NC 27619, Telephone: (757) 656-MOSB, E-mail: headquarters@militaryorderofthestarsandbars.org, and web page: www.militaryorderofthestarsandbars.org

The Society of the Order of the Southern Cross (OSC)

Founded originally in 1863 as an organization to provide for the relief of disabled soldiers and the widows and orphans of those who had died in service to the Confederacy, today the Order of the Southern Cross serves as a philanthropic organization whose purpose is the preservation of our Southern heritage and its history.

The original founders of the Order of the Southern Cross, Lt. General Leonidas Polk, Major General Patrick Cleburne and Reverend Charles Quintard had hoped that the organization they were creating, "The Order of the Comrades of the Southern Cross" would help relieve the soldier's anxieties as to the suffering of their families, enabling them to rededicate themselves once again to the great battles that lay ahead for the Army of Tennessee.

Today, the main purpose of the Order of the Southern Cross is to provide financial assistance to qualified groups through its Grants Program and to offer scholarships to college bound students through its Order of the Southern Cross Memorial Scholarship. Thus, continuing to honor the sacrifices of those old soldiers by helping to preserve our Southern heritage and its history. For more information, visit <http://orderofsoutherncross.com/>

Appendix A

Please go to this website link for up to date listings of officers and contact info

www.scv.org

Appendix B

Miscellaneous Camp Forms Form

Please go to this link for Camp and SCV business forms

www.scv.org

Appendix C

Please go to this link on the SCV website to obtain the most up to date SCV Constitution

www.scv.org

Appendix D

Please go to this link on the SCV website to obtain the Standing Orders.

www.scv.org

Appendix E

SCV ORGANIZATION AFFILIATION POLICY

In 1896 the Sons of Confederate Veterans was founded by the veterans and progeny of veterans who fought in the War Between the States, and it is the organization that supports the protection and preservation of Confederate heritage. Current members are descendants of the original defenders of Confederate heritage. Pursuant to the organizational Constitution, the Sons of Confederate Veterans Inc. is not affiliated with any other organization.

The following policies shall govern the members and officers of the Sons of Confederate Veterans.

1. The name and service mark of the Sons of Confederate Veterans is reserved for the use only by the officers and members of the Sons of Confederate Veterans. This use is permitted only for authorized promotions, meetings, events and communications. Non-permitted use of the name and service mark includes, but is not limited to, the endorsement or promotion of any political candidate or political party. Notwithstanding anything in the foregoing to the contrary, an individual holding, or a candidate standing for election to a public office, may speak at or otherwise participate in an authorized promotion, meeting, event or communication of the Sons of Confederate Veterans, provided that the Sons of Confederate Veterans shall take all reasonably necessary acts to prohibit (i) such individual candidate or anyone else from mentioning his or her political party at or in such promotion, meeting, event or communication and (ii) any and all members of the Sons of Confederate Veterans materially involved in such promotion, meeting, event, or communication may not endorse an individual candidate.

2. All meetings, events and communications of the Sons of Confederate Veterans candidate shall reflect professionalism and respect for others. It is not permitted for officers and members to engage in unlawful conduct, endorse political parties and candidates and promote religious or racial bigotry at meetings, events or in communications of the Sons of Confederate Veterans. Included as acts that are not permitted of the Sons of Confederate Veterans re the following activities (all of which are set forth in Article II, Section 2 and Article XVI, Section 1,

respectively, of the Constitution of the Sons of Confederate Veterans:

- (i) The discussion of matters that pertain to a political party, whether specifically identified by implication, will be strictly prohibited during meetings of the Sons of Confederate Veterans, and :
 - (ii) The discussion of political subjects that are identifiable with a political party, the endorsement of aspirants for public office, or the taking of any political action, except as set forth in article II, Section 2 of the Constitution of the Sons of Confederate Veterans, shall not be permitted by an organization of the Sons of Confederate Veterans.
3. The members and officers of the Sons of Confederate Veterans shall not promote or sell goods or services of behalf of organizations with explicit or implied racial motives during meetings or event of the Sons of Confederate Veterans.
 4. Violation of any part of this policy shall result in discipline of Camps and/or members in Accordance with the Constitution of the Sons of Confederate Veterans.
 5. This policy shall not be construed to prevent any Camps, members or officers of the Sons of Confederate Veterans from the following:

- (a) announcing at any meeting or event of the Sons of Confederate Veterans any information about any other organization or person. Provided that (i) such announcements do not constitute an explicit endorsement of such other organization or persons and (ii) such other organization or person (A) is not a political party that selects, nominates or conducts primaries for individuals to stand for election for public office in the name of such party (a “Political Party”) or (B) does not support, promote or encourage any of the following activities (“Prohibited Activities”): (I) the racial ethnic or religious superiority of one group of people over another group of people or (II) the overthrow of any state, federal or local government; or supporting any event, project or act which has as its primary purpose (as such purpose is publicly announced by the sponsor or sponsors of such event or project and is reasonably appearing) the preservation or protection of the history, heritage, symbols, icons, monuments, memorials or education of or about the Confederate States of America, the South or the War Between the States, even though such contemplated event, project or act may also be supported by persons or organizations other than Sons of Confederate Veterans or the Military Order of the Stars & Bars, provided that no such other person or organization (i) is a Political Party, (ii) supports, promotes or encourages any Prohibited Activities, or (iii) regularly performs on or more acts that, if performed by such organization or person during or in conjunction with such contemplated event, project or act, would materially jeopardize the tax exempt status of the Sons of Confederate Veterans as a 501 C 3 organization, according to the reasonable written opinion of competent legal counsel employed by the Sons of Confederate Veterans and actively practicing in the area of federal taxation and tax exempt entities.

The members and officers of the Sons of Confederate Veterans are encouraged to engage in efforts to preserve and protect Confederate and Southern heritage. Such efforts include providing historical and statistical information to governmental authorities, educational seminars or classes explaining Confederate heritage and engaging in activities which protect and defend the honor of the Confederate Veterans.

The word “authorized” as employed in this Policy to any act described herein shall mean (i) a promotion, meeting, event, communication or other act not prohibited by the Constitution of the Sons of Confederate Veterans or the duly adopted Charter, By-laws, orders, regulations, resolutions, rules or policies of the Sons of Confederate Veterans or any applicable subdivision thereof, or the Constitution of the United States of America, or any applicable state, federal or local rule, law, order, judgment or regulation or (ii) any other act otherwise permitted to be allowed by or under any of the foregoing or by (A) the duly elected or delegated government authority of a Division of the Sons of Confederate Veterans In the State where the promotion, meeting, event, communication or other act in question shall or may occur or arise or (B) the General Executive Council of the Sons of Confederate Veterans

SCV Camp Procedure Manual Revised July 2020

Veterans; provided, however, if a conflict should arise between the decision of such a Division and the General Executive Council on whether or not a certain event, promotion, communication, meeting or other act is authorized, then the decision of the General Executive Council shall control.

An appropriate Division, acting by and through its Executive Council, may determine, upon the written request of a member of that Division, whether or not a promotion, meeting, event, communication or other act is authorized and permitted under subsections (5) (a) or (b) of this

Policy. Such Division may make such determination only upon giving appropriate notice to all members of the Sons of Confederate Veterans primarily conducting such promotion, meeting, event, communication or other act and (ii) holding a public hearing on such matter during which each such member of the SCV may, upon his request, without limitation, testify and confront, for himself or through his counsel or representative, witnesses testifying against him or such promotion, meeting, event, communication or other act. Within thirty (30) days of the conclusion of such hearing, the Division shall issue its determination on writing and may, thereafter, enforce such determination through the issuance of appropriate orders of the Commander of the Division.

Within sixty (60) days of receipt of such written determination by the Division, any member of the Sons of Confederate Veterans of such Division may appeal such determination to the Division as a whole by notifying the Commander of the Division in writing within such 60 day period. Thereafter, such determination shall be reviewed at the Division's the next Annual Convention/Reunion during which all interested parties may testify and confront witnesses or otherwise speak for or against such determination. During that Annual Convention/Reunion, such determination shall be approved, modified or repealed upon them majority vote of such Division where a quorum is present and such vote is properly conducted under the Constitutions of such Division, the Sons of Confederate Veterans and the Charter, By-laws, rules, regulations, orders, policies and resolutions of such Division and the Sons of Confederate Veterans.

Within thirty (30) days of the Division rendering its approval, modification or repeal of such determination at its Annual Convention/Reunion, any member of such Division may appeal such determination to the General Executive Council of the Sons of Confederate Veterans by notifying the Commander-in-Chief in writing of such appeal within such 30 day period. Thereafter, such appeal shall be reviewed by the General Executive Council at its then next meeting. At such meeting, the General Executive Council may permit such testimony as it deems reasonably necessary to approve, modify, or repeal such determination by the Division in question and shall, within sixty (60) days of such meeting, give public notice in writing of such approval, modification or repeal to the Executive Council of the Division in question and to those members of the Sons of Confederate Veterans (i) primarily conducting the promotion, meeting, event, communication or other act in question and/or (ii) appealing the decision of the Division reached during its Annual Convention/Reunion.

Within forty-five (45) days of the publication of such notice, any member of the Sons of Confederate Veterans may appeal the determination set forth in such notice by notifying the Commander-in-Chief in writing of such appeal within such 45 day period. Thereafter, such determination shall be reviewed at the next General Convention/Reunion of the Sons of Confederate Veterans during which any member of the Sons of Confederate Veterans may testify, confront witnesses or otherwise speak for against such determination. During that General Convention/Reunion, such determination shall then be either approved, modified or repealed upon the majority vote of the Sons of Confederate Veterans where a quorum is present and such vote is properly conducted under the Constitution of the Sons of Confederate Veterans.

APPENDIX F

Sample Camp Constitution and By Laws. Contact GHQ to send you a word file to assist in revising, or preparing a new Camp Constitution and By Laws.



Sample Camp Constitution and By Laws of _____ Camp _____ Sons of Confederate Veterans

ARTICLE I. Name. The name of this organization shall be the _____ Camp _____ .

ARTICLE II. Object. To associate in one united, compact body of men of Confederate ancestry, and cultivate, perpetuate, and sanctify the ties of fraternity and friendship entailed thereby; to aid and encourage the history and achievement from Jamestown to this present era, constantly endeavoring to see that events of the War Between the States and the heroic contributions of the Confederate soldiers are authentically and clearly written, and that all documents, relics, and mementos produced and handed down by those active participants therein are properly treasured and preserved for posterity; to aid and assist in the erection of suitable and enduring monuments and memorials to all Southern valor, civil and military, wherever done and where found; to instill into our descendants a devotion to and reverence for the principles represented by the Confederate State of America, to the honor, glory, and memory of our forefathers who fought in that Cause.

Therefore, we, the Sons of Confederate Veterans, commit to insure that the aforementioned impartial Southern history will be taught to each generation, current and future, in accordance with the "Charge" given to the Sons of Confederate by Lt. Gen. Stephen Dill Lee, Commander-in-Chief of the United Confederate Veterans, in his speech at the 16th Annual Meeting and Reunion of the United Confederate Veterans held in New Orleans, Louisiana on April 25, 1906.

"To you, Sons of Confederate Veterans, we will commit the vindication of the cause for which we fought. To your strength will be given the defense of the Confederate soldier's good name, the guardianship of his history, the emulation of his virtues, the perpetuation of those principles which he loved and which you love also, and those ideals which made him glorious and which you also cherish."

This will be the mission statement for all current and future members of the Sons of Confederate Veterans organization, as defined within this Constitution.

ARTICLE III. Nature. Camp _____ shall be strictly historical and benevolent, non-political, and non-sectarian.

a. Said organization is organized exclusively for charitable, religious, education, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

b. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the purpose clause hereof.

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on.

(a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

c. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes.

d. within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of

e. any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV. Membership.

Section 1. All male descendants, lineal, or collateral, at least twelve years of age, of those who served in the Confederate Army, Navy, or Marine Corps to the end of the war, or who died in prison or while in actual service, or who were killed in battle, or who were honorably discharged, shall be eligible for membership.

Section 2. No one shall be admitted to membership until satisfactory proof of the foregoing qualifications be submitted in duplicate on official blank applications prepared for that purpose, such applications bearing recommendation by a member in good standing of the Camp. The original shall be forwarded to the General Headquarters of the Sons of Confederate Veterans and the Camp shall preserve the duplicate.

Section 3. All applications for membership in the Camp, received by the Adjutant, shall be reviewed by the Commander. The Commander may submit the applications to a confidential, three (3)-man membership committee appointed by him, to pass on the acceptability of the candidate for membership. Candidates refused membership may petition the Camp membership for admission, and if receiving favorable approval of three-fourths (3/4) of the membership, will be granted full membership in the Camp.

Section 4 Annual dues and fees must be submitted with completed applications to the Camp Adjutant.

Section 5. Applications for membership in the Camp must be read at a regular meeting of the Camp. Upon reading of the application, membership in the Camp will be extended only after receiving two-thirds (2/3) vote of acceptance by the membership present.

Section 6. Active membership in the Camp is membership in the General organization of the Sons of Confederate Veterans.

Section 7. Any member in good standing in the Camp, transferring from the Camp, shall be entitled to a certificate from the Camp Adjutant stating his membership and duration thereof.

ARTICLE V. Dues.

Section 1. The annual dues to the Camp shall be set annually by the Executive Council, such amount subject to approval by the membership at the Annual Meeting.

Section 2. Members in arrears four (4) months in payment of dues shall be classified as delinquent, and six (6) months' arrearage shall automatically impose suspension. Payment of all back dues within the current year, a payment of a \$5.00 reinstatement fee together with all additional levies for that year, shall permit reinstatement to active membership. A member delinquent one year or more shall be only reinstated upon vote of the Camp and payment of all amounts due him to the Camp.

ARTICLE VI. Meetings.

Section 1. Annual Meeting. The annual meeting of the Camp shall be in month of each year on a date determined by the Executive Council. If the annual meeting shall not be held at the time fixed it shall be held within a reasonable time thereafter, and the officers shall hold over until their successors have been elected.

Section 2. Regular Meetings. The regular meeting of the Camp for the transaction of ordinary business shall be held on a day of each month, at such time and place as may be fixed by the Executive Council.

Section 3. A special meeting of the Camp may be held at any time upon call of the Commander. The Commander shall also call a special meeting upon demand in writing, stating the object of the proposed meeting, and signed by not less than 20 percent of the members entitled to vote. Notice of the time, place, and object of any special meeting shall be given all officers and members in good standing, in writing, by United States Mail not less than fifteen (15) days prior to the date fixed for the meeting. The Executive Council shall establish the place of such meeting in advance.

Section 4. Quorum. Members of the Camp entitled to vote shall constitute a quorum at any meeting.

Section 5. The rules of procedure at any meeting of the Camp shall be those set forth in Roberts Rules of Order, revised, except wherein they may be altered by the vote of the Camp.

ARTICLE VII. Officers.

Section 1. The officers of the Camp shall be the Commander, First Lieutenant Commander, Second Lieutenant Commander, Adjutant, Treasurer, Judge Advocate, Quartermaster, Surgeon, Chaplain, Color Sergeant, Historian, and an Executive Council. All officers, except those of the Executive Council, shall be elected by a majority vote, by written ballot of the members in good standing present at the annual meeting of the Camp. They shall hold office for one year or until their successors are elected. Officers elected at the meeting shall take office on the first day following their election.

Section 2. The Executive Council shall be composed of the Commander, First Lieutenant Commander, Second Lieutenant Commander, Treasurer, and the two (2) immediate Past Commanders. No Past Commanders shall be eligible that have failed to maintain a good standing within the Camp.

Section 3. Meetings of the Executive Council shall be held at any time and place as the Commander may determine. At least three (3) members of the Executive Council may call meetings at any time on demand and in writing to the Commander.

Section 4. Members of the Executive Council shall constitute a quorum.

Section 5. Resignation of any officer may be accepted by majority vote of the remaining members of the Executive Council.

Section 6. When an office is vacated as a result of death, resignation, or removal, the Commander shall appoint a successor, upon recommendation of the Executive Council, such successor to hold office until the next election during the annual meeting.

ARTICLE VIII. Duties of Officers.

Section 1. Commander. The Commander shall preside at all meetings of the Camp and the Executive Council. He shall be a member ex officio of all regular and special committees, and shall perform all such other duties as usually pertain to his office.

Section 2. First Lieutenant Commander. The First Lieutenant Commander shall perform the duties of the Commander in his absence or at his request. He shall serve as program chairman, securing guest speakers and presentation for Camp functions.

Section 3. Second Lieutenant Commander. The First Lieutenant Commander shall perform the duties of the Commander in the absence of the Commander and the First Lieutenant Commander. He shall be responsible for the enlistment of new members. He shall maintain an adequate supply of SCV brochures and applications to accomplish the recruitment of new members. He shall monitor membership as to dues payment and meeting attendance. He shall constantly strive for an active, growing membership. He shall prepare and distribute to the membership in good standing- a roster of members, their addresses and telephone numbers.

Section 4. Adjutant. The Adjutant shall conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required of the Camp to General Headquarters, Division, and Brigades. He shall notify all members of special meetings. He shall keep a true record of all meetings of the Camp and have custody of the books and papers of the Camp, except the Treasurer's books of account. He shall be the keeper of the Camp seal. All applications for membership, initiation fees, and first year dues shall be made to the Adjutant. He shall be responsible for the ordering of all items necessary for operations of the Camp. He shall also maintain adequate stock of SCV membership pins, decals, and applications.

Section 5. Treasurer. The Treasurer shall have charge of all funds of the Camp and place the same in such bank or banks as may be approved by the Executive Council. Such money shall only be withdrawn by check signed by the Treasurer. He shall keep an accurate account of his transactions and render a detailed report to the membership at any meeting when requested. He shall present a detailed report, in writing, of income and expenditures at the annual meeting. Bills paid by the Treasurer shall have received approval by the Executive Council. He shall be responsible for collection of dues and fees, taking proper note of the paying member, his address and other information necessary in the maintenance of Camp records and posting such information with the Adjutant.

Section 6. Judge Advocate. The Judge Advocate shall advise the officers and Executive Council of all legal matters, including the construction and interpretation of the SCV General Constitution and Camp By-laws. He shall serve as parliamentarian at both regular and special meetings. Upon direction of the Commander, he shall conduct investigations into charges or challenges brought against Camp members. He shall perform such other duties as are usually incident to his office.

Section 7. Quartermaster. The Quartermaster shall be responsible for the procurement of meeting sites and arrangements incident to preparation for regular, special, or social meetings of the Camp, such sites and arrangements subject to approval of the Executive Council. He shall be responsible for the operation of the Camp stores, maintaining adequate stocks and other items necessary for efficient operation. He shall account to the Commander as to expenditures. He shall maintain a cash fund up to \$. Any monies in excess of \$ shall be remitted to the Treasurer.

Section 8. Surgeon. The Surgeon shall be responsible for the establishment and observance of ceremonial forms and courtesies of the Camp. Upon direction of the Commander or Executive Council, he shall issue announcements to the public concerning the Camp, its members and activities. He shall be familiar with basic techniques of first aid and shall stand ready to administer basic medical assistance when called upon at meetings and functions of the Camp.

Section 9. Chaplain. The Chaplain provides spiritual guidance for the Camp. He shall represent the Camp in times of bereavement. He shall periodically report to the Commander on the well-being of members confined by illness. In event of a member's death, he shall immediately notify the membership and the Chaplain-in-Chief. He shall be responsible for the procurement of flowers, wreaths, or such other items incidental to the accomplishment of his duties.

Section 10. Color Sergeant. The Color Sergeant shall maintain and safeguard the Camp colors. He shall issue the proper display of colors at all functions of the Camp and will lead members in salutes to the colors. He shall appoint assistants to aid in the performance of his duties.

Section 11. Historian. The Historian shall keep and maintain a written record of the Camp, its officers and members, and its accomplishments during his tenure of office. He shall be responsible for the collection of photographs, newspaper clippings, and such other items as necessary in the proper recording of Camp history. All items will be affixed in a bound volume as to insure preservation.

Section 12. Executive Council. The Executive Council shall:

- a. Approve or disapprove all bills presented to the Treasurer for payment.
- b. Sit in judgment in all disciplinary matters.
- c. Authorize and approve all meeting dates and arrangements.
- d. Rule on all questions affecting the election, eligibility, and conduct of members.
- e. When in the interest of the Camp, transact business on behalf of the membership.

Section 13. Editor The Commander shall, upon taking office, appoint an editor and such other staff as necessary in the preparation and distribution of the official Camp Newsletter. The Commander shall periodically review operation of the newsletter to ascertain if its operation is in the best interest of the Camp. The Executive Council shall provide all acceptances of annual subscriptions from non-members and establish an annual subscription rate. The Editor, shall, at the end of the fiscal year, prepare a written report concerning number of copies produced, number distributed and associated cost; this report to be submitted to the Commander at the annual meeting.

ARTICLE IX. Awards.

Section 1. The Executive Council shall be responsible for the creation and administration of a program of awards presented to Camp members and non-members deemed worthy of recognition.

Section 2. The Executive Council shall review and authorize the presentation of certificates and awards, except the Commander's Commendations and Resolutions of respect, which are reserved for the Commander.

ARTICLE X. Suspension or Expulsion.

Section 1. Any member may be suspended or expelled from the Camp for cause; such cause being deemed sufficient by the Executive Council by a two-thirds (2/3) affirmative vote of the members of the Council present or at a regular or special meeting called for that purpose.

Cause for disciplinary action shall be:

- a. Disloyalty
- b. Neglect of Duty
- c. Dishonesty
- d. Conduct unbecoming a member of the Sons of Confederate Veterans
- e. An act repugnant to the Sons of Confederate Veterans Constitution or the objectives and purpose of the Sons of Confederate Veterans.

Section 2. No vote on suspension or expulsion may be taken unless at least fifteen (15) day notice, in writing, shall have been given to the member of the charges preferred and of the time and place of the meeting of the Executive Council at which such charges will be considered. The notice must be delivered to the member by registered mail. At such meetings, the member under charge will be accorded a full hearing.

Section 3. The Executive Council shall provide for true and accurate recording of all proceedings of such hearings.

Section 4. Any officer may be removed by a two-thirds (2/3) vote of the members in good standing present at any special meeting called for that purpose. No vote on removal may be taken unless at least fifteen (15) day notice, in writing, shall have been given to the officer of the reasons for his pending removal and of the time and place of the special meeting at which such a ballot on his removal is to be taken. The Executive Council, upon majority vote, may suspend an officer pending outcome of this special meeting. At such meetings, the officer shall be given a full hearing.

Section 5 Any member in good standing may offer charges against any officer or member. They shall be in writing clearly stating the facts relied upon and accompanied by all affidavits or exhibits, which are to be used in their support. Such charges shall be filed with the Adjutant, who will immediately notify the Commander. The Commander will call a meeting of the Executive Council to hear the charges. The Adjutant will give at least fifteen (15) days notice of the meeting to each member of the Executive Council, to the accuser, and to the accused, which notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits.

Section 6. Any member suspended or expelled by the Executive Council may appeal to the full membership of the Camp. Such appeal shall be made in writing to the Adjutant who will notify the Commander. The Commander will call a special meeting of the Camp for the purpose of acting on the appeal. The Adjutant shall give at least fifteen (15) days notice, in writing, to all members of the Camp in good standing—stating the date, time, place, and reason for such special meeting. At the meeting of the full Camp, the Adjutant will read the original charges, the supporting affidavits, and read or display the accompanying exhibits and will read the minutes of the special meeting of the Executive Council at which the charges were heard and action taken. A full hearing will be given the accuser and accused. A vote will be taken by ballot of the members in good standing present and a two-thirds (2/3) vote shall be required to reverse the action of the Executive Council.

Section 7. Any member who has been suspended or expelled, and having exhausted the foregoing appeals procedures, has the right to appeal to the Division and afterwards, if necessary, the General Executive Council, whose decision shall be final. A member expelled by the Camp is not eligible for membership in any other Camp of the Confederation.

ARTICLE XI. PROHIBITIONS.

Section 1. No discussion of political or religious subjects, or any political action, or the endorsing of aspirants for political office, shall be permitted.

Section 2. No assessment shall be levied upon the Camp members other than annual dues and initiation fees, except by resolution of the General membership.

Section 3. Proxy voting shall not be permitted in the conduct of Camp elections or business.

ARTICLE XII. OFFICIAL LADIES.

The Camp Commander may appoint only the following ladies to represent the Camp — Matron of Honor, Chap-eron, Sponsor, and three (3) Maids of Honor.

ARTICLE XIII. OFFICIAL OBSERVANCES.

Section 1. The Camp shall observe the celebration of Confederate Memorial Day.

Section 2. The Camp shall, as a token of appreciation to friends and family, annually host during on a date select-ed by the Commander.

ARTICLE XIV. AMENDMENTS.

Any proposed amendments to these By-laws may be introduced by any member of the Camp at any regular or special meeting called for that purpose. A vote may be taken upon the proposed amendment, provided a copy of the intended amendment has been sent to each Camp member in good standing, by United States Mail, at least ten (10) days prior to the meeting. A two-thirds (2/3) vote of the members present, will be necessary to pass or reject.

Adopted this ___ day of _____, 20__ by the members of the _____ Camp _____

Camp Commander _____ Camp Adjutant _____

Appendix G

SCV Community Portal

Tutorial for Camp officers

Accessing rosters Paying General dues online

Contact the General Membership Coordinator with any questions.

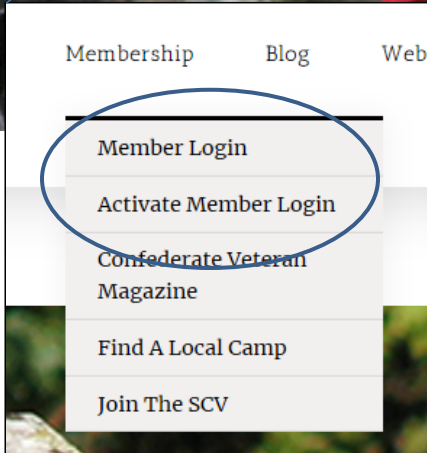
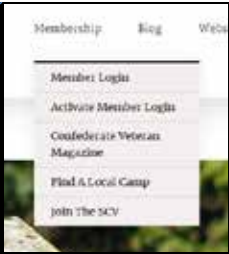
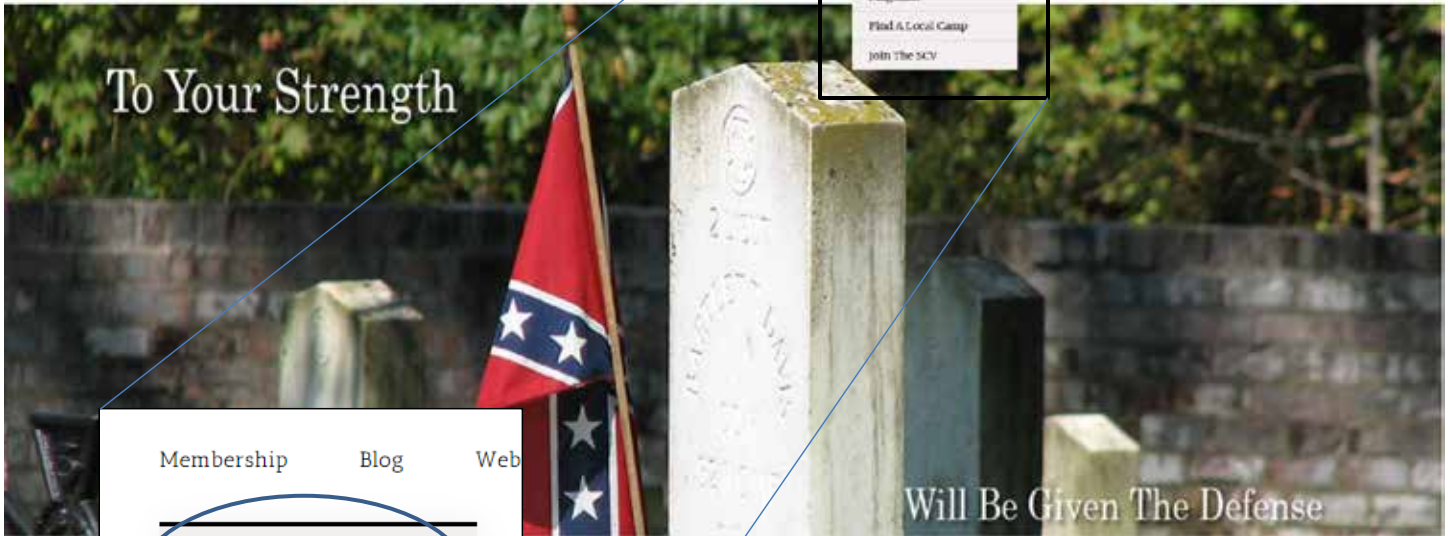
This tutorial is designed to provide basic information to Camp officers to download and manipulate Camp rosters as well as pay General dues online. It is also good for brigade, Division, and Army officers in the performance of their duties and as a means to provide training for their subordinate officers.

The system is changing rapidly, but this tutorial should be accurate for the purposes designed. Daily changes are being made to the system to upgrade capabilities. But a snapshot in time is better than nothing and these system actions are relatively solid for the time being. A new tutorial will come out after significant changes have been made and when the GHQ staff can provide another training tool.

We do not recommend officers pay anything other than General dues online at this time. Paying Camp dues to General only for General to return those dues wastes time and resources. Paying Division dues means that we have to compute this information and provide a check to the Division. We plan to have a future capability where we can automatically send Division dues to the Camps and Divisions, but until then, we don't recommend it, even though the Camp has this capability.

This tutorial is only for Camp officers. It is not designed for members as the permissions for officers are expanded and regular members can't see this much information. A member can only see his information and Camp, but no rosters. A member can only pay his dues and not another. If an officer can not see these capabilities, then GHQ needs to be contacted so that we may grant these permissions. It is the Camp's (and Division's) responsibility to ensure GHQ has the current officer information for permissions.

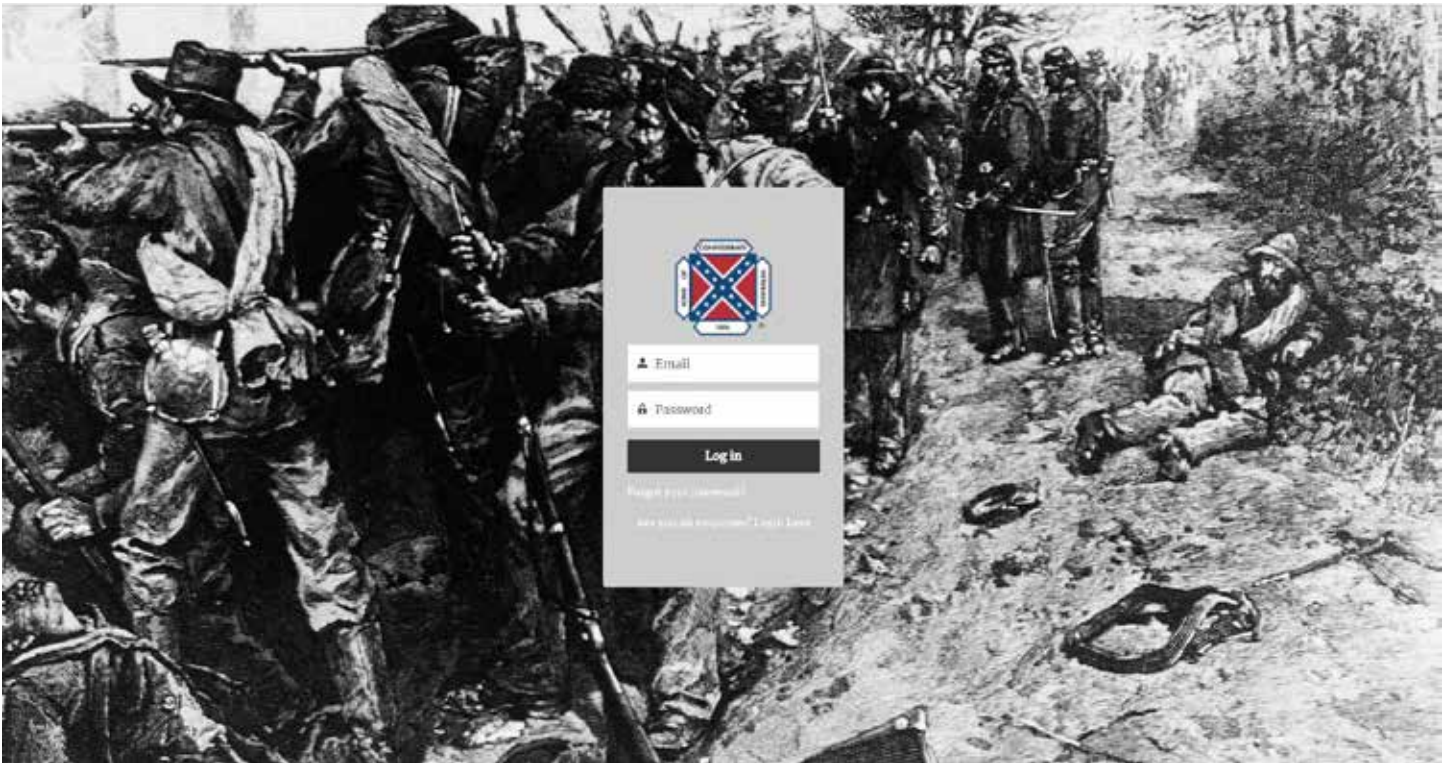
Lastly, we ask officers to update Camp member information, specifically emails, addresses, and phone numbers. Once you update these in the system, GHQ, Division, Armies, the Camp, and the member are working off the same information.



Access to SCV Portal is through the SCV website

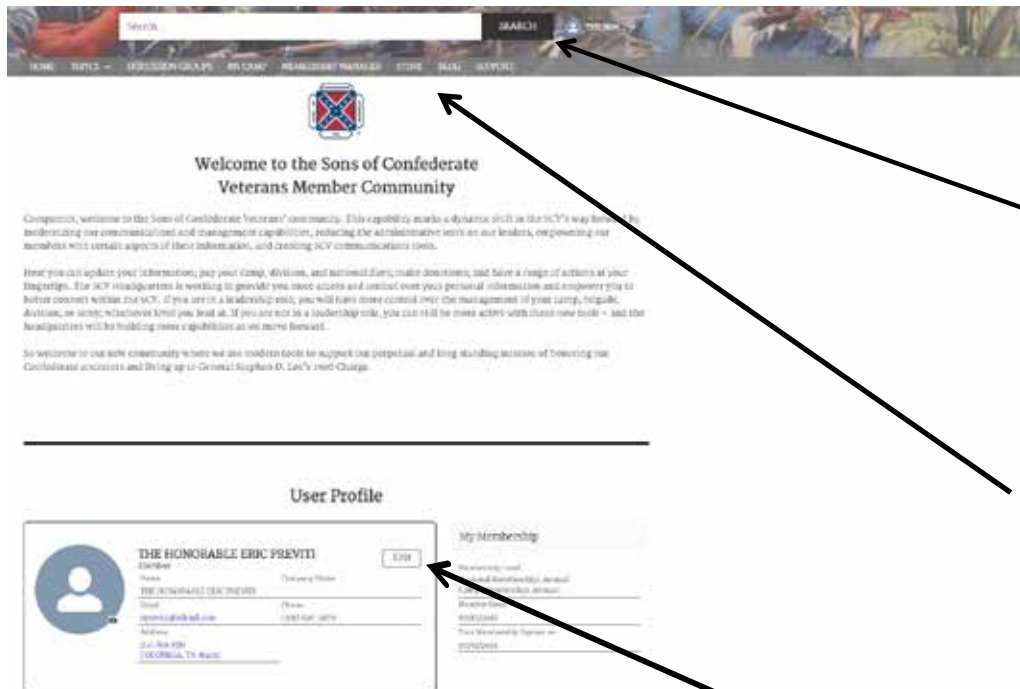
www.SCV.org

Make sure you are using Google Chrome or Firefox browsers. If you use Microsoft Explorer, you will have limited access



Member login screen

Type in your email address and password



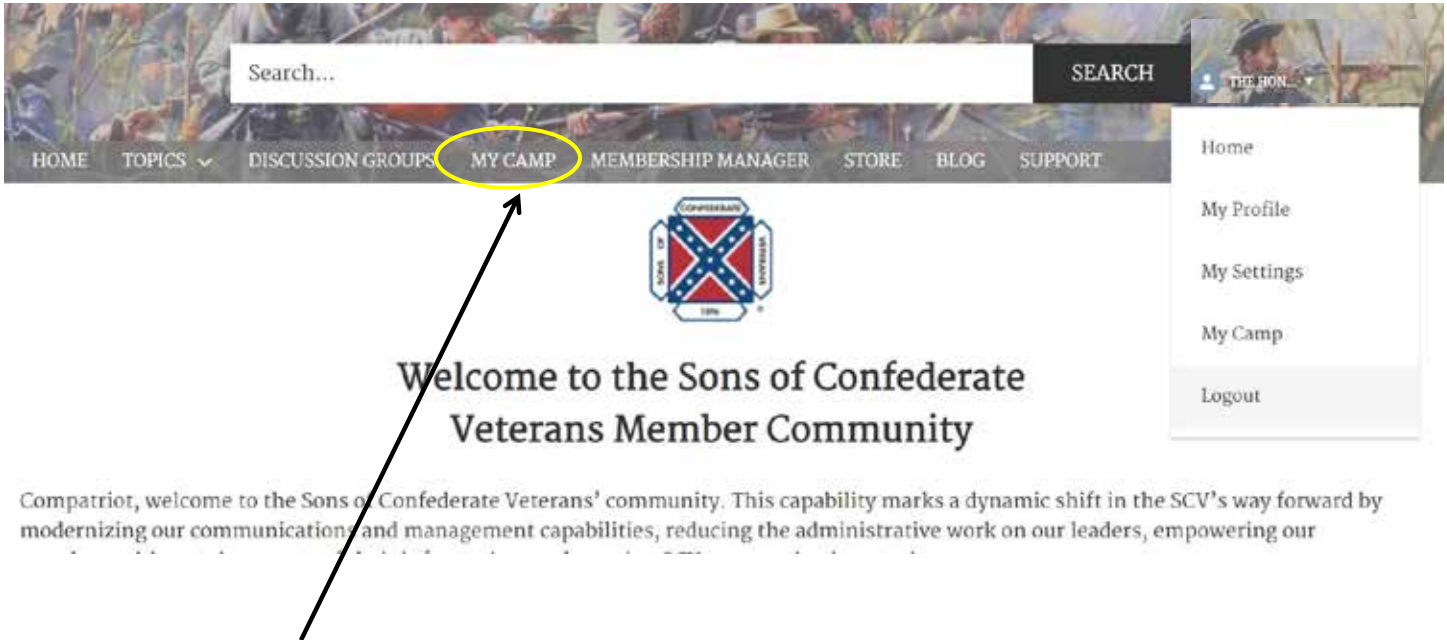
Search

Menu Bar

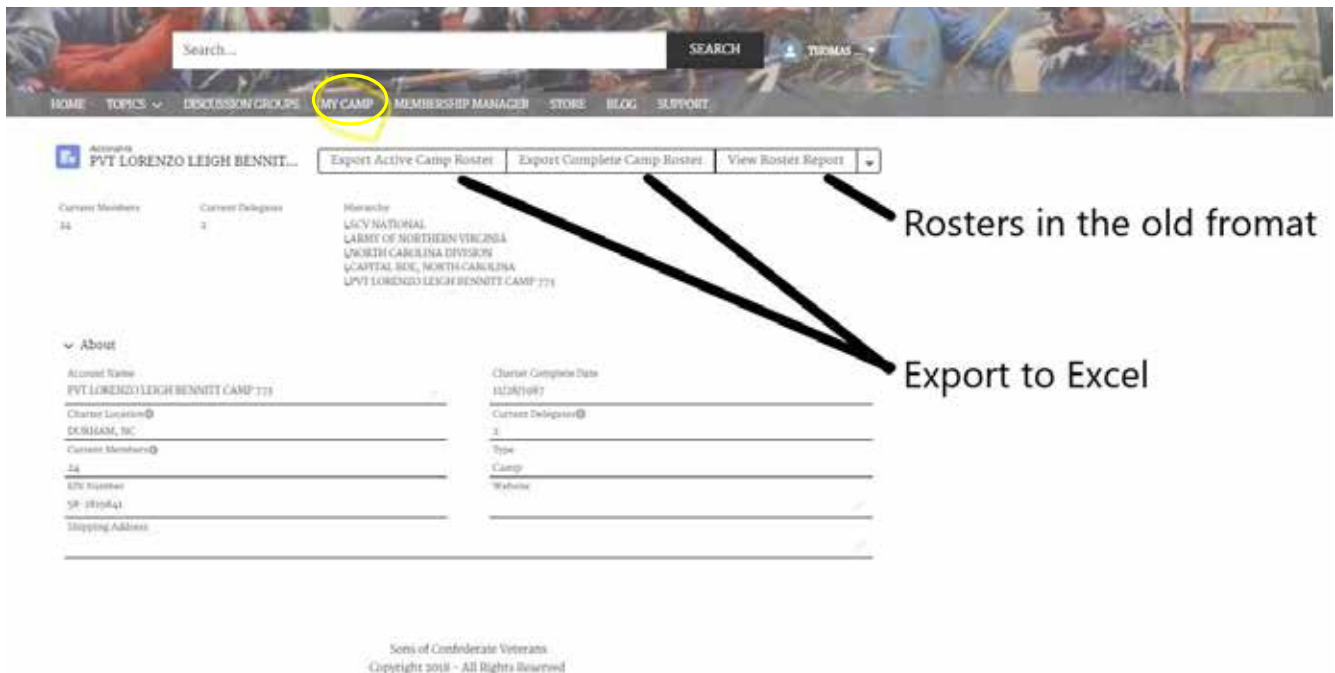
Edit your profile

Downloading Rosters

Larger View of Menu Bars



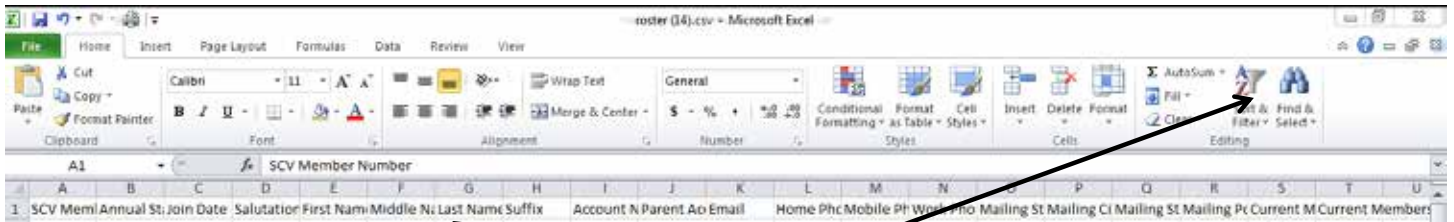
Your Camp information



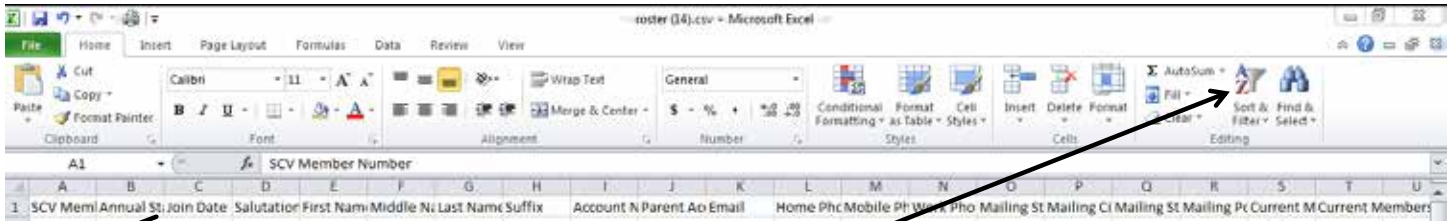
Rosters in the old format

Export to Excel

The next slide is for people who want to download the file for Excel. Most do not use this, but its there for those who do. If you wish to use this, and need assistance, please contact Membership Services at GHQ. The most important thing to remember is working with this file does NOT update Salesforce. Once you download it is yours only.



Highlight Column "G" and sort from "A to Z"



Highlight Column "B" and sort from "A to Z"

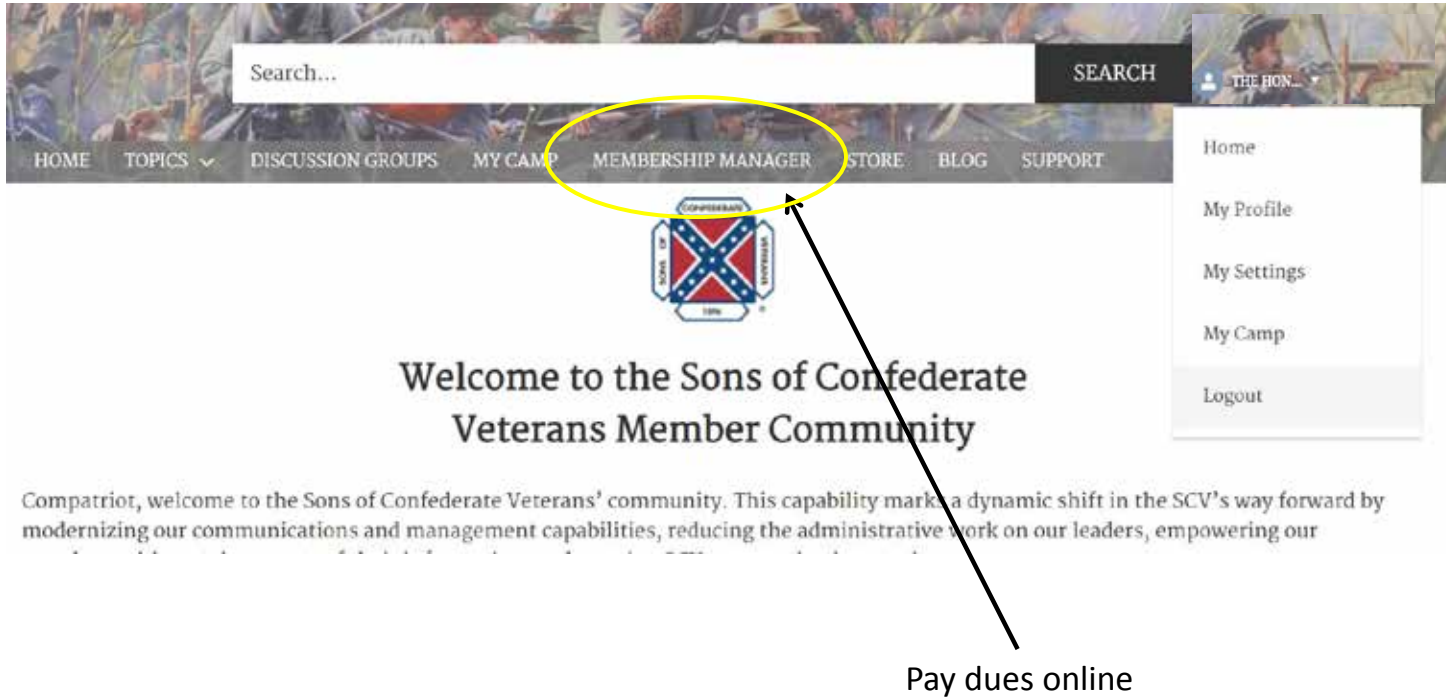
Remove columns you don't want by highlighting the column, right clicking the column, then either select "Hide" or "Delete"

This gives you a roster sorted by annual status and last name. You can manipulate the roster further based upon your needs or desires.

For personal identifying information reasons, data has been removed, but headers are shown

Camps Paying General Dues Online

Larger View of Menu Bars



Searching in hierarchy: FREEMAN'S BATTERY
FORREST'S ARTILLERY CAMP 1939

Show Active Members

Search for camp members

- HIERARCHY
- ▾ SCV NATIONAL
 - > ANV - ARMY of N. VA
 - ▾ ARMY OF TENNESSEE
 - ADM. RAPHAEL SEMMES CAMP 1321
 - > ALABAMA DIVISION
 - > FLORIDA DIVISION
 - FR. EMMERAN BLIEMEL CAMP 1626
 - > GEORGIA DIVISION
 - > ILLINOIS DIVISION
 - > INDIANA DIVISION
 - KENTUCKY DIVISION
 - MAJ. GEN. PATRICK RONAYNE CLEBU...
 - > MISSISSIPPI DIVISION
 - > OHIO DIVISION
 - ▾ TENNESSEE DIVISION
 - 8TH TR. CAVALRY CSA CAMP 2296
 - DeWITT SMITH JOBE CAMP 1637
 - > FORT DONELSON BDE, TENNESSEE
 - > HIGHLAND BDE, TENNESSEE
 - > JEFFREY FORREST BDE, TENNESSEE

Viewing 10 of 111 total members for search criteria

<input type="checkbox"/>	D [REDACTED] EN	D [REDACTED] 338 Membership 08/01/2018 - \$65.00 outstanding <input type="checkbox"/> Camp Membership - \$25 <input type="checkbox"/> National Membership - \$30 <input type="checkbox"/> Delinquent Membership Fee - \$5 <input type="checkbox"/> Division Membership - \$5
<input type="checkbox"/>	JAS [REDACTED] EN	JAS [REDACTED] 075 Membership 08/01/2018 - \$65.00 outstanding <input type="checkbox"/> National Membership - \$30 <input type="checkbox"/> Division Membership - \$5 <input type="checkbox"/> Camp Membership - \$25 <input type="checkbox"/> Delinquent Membership Fee - \$5
<input type="checkbox"/>	FR [REDACTED] SHBY	FR [REDACTED] 075 Membership 08/01/2018 - \$30.00 outstanding <input type="checkbox"/> National Membership - \$0 <input type="checkbox"/> Camp Membership - \$25 <input type="checkbox"/> Division Membership - \$5

Alphabetized list of members

Dues status (General Paid, Camp and Division not paid)

Load more members to your screen

Hierarchy (dependent on your personal role and permissions (camp officers see only camp, brigade officers see only brigade camps, division officers see brigades and camps within division, etc.)

Search... SEARCH THE HON...

HOME TOPICS DISCUSSION GROUPS MY CAMP MEMBERSHIP MANAGER STORE BLOG SUPPORT

BATTERY First Name Last Name Email Show Active Members Search Cart (4)

Viewing 10 of 111 total members for search criteria

D. [REDACTED] EN ✓
 D. [REDACTED] 38 Membership 08/01/2018 - \$65.00 outstanding
 Camp Membership - \$25
 National Membership - \$30
 Delinquent Membership Fee - \$5
 Division Membership - \$5

CAMP 1321

JA [REDACTED] EN ✓
 JA [REDACTED] 075 Membership 08/01/2018 - \$65.00 outstanding
 National Membership - \$30
 Division Membership - \$5
 Camp Membership - \$25
 Delinquent Membership Fee - \$5

CAMP 1626

FR [REDACTED] HBY ✓
 FR [REDACTED] 75 Membership 08/01/2018 - \$30.00 outstanding
 National Membership - \$0
 Camp Membership - \$25
 Division Membership - \$5

AMP 2296
 MP 1637
 TENNESSEE
 ISSEE
 TENNESSEE

Load More

Click Shopping Cart when ready to pay

Click national dues

Click Delinquent fee (if applicable)

To pay General dues select the national dues (and delinquent fee if applicable) for each member you are paying for (Do not pay division dues this way until the system is further developed. Paying camp dues just means General will send the camp their own dues – redundant and eats up time and resources).

List of members and dues scheduled to be paid

CONTACT NAME	CAMP NAME	DESCRIPTION	PRICE
[REDACTED]	FREEMAN'S BATTERY FORREST'S ARTILLERY CAMP 1939	Delinquent Membership Fee	\$5.00
[REDACTED]	FREEMAN'S BATTERY FORREST'S ARTILLERY CAMP 1939	National Membership	\$30.00
JAS [REDACTED] EN	FREEMAN'S BATTERY FORREST'S ARTILLERY CAMP 1939	National Membership	\$30.00
JAS [REDACTED] EN	FREEMAN'S BATTERY FORREST'S ARTILLERY CAMP 1939	Delinquent Membership Fee	\$5.00

Total: \$70.00

Buttons: Close, Pay for selected

Click here to pay

Paying by Bank Account

Amount to pay

Members and amounts

Pay Dues

Amount: 70.00

Billing Information

* First Name: [REDACTED] * Last Name: [REDACTED]
 * Email: exedir@scv.org * Phone: (800)380-1896
 * Street: PO BOX 59 address
 * City: COLUMBIA * State: TN
 * Postal Code: 38402-0059
 * Country: United States

Payment Information

Account Type:
 [REDACTED]
 Bank Account

* ABA Routing Number: [REDACTED] * Account Number: [REDACTED]
 * Bank Name: [REDACTED] * Bank Account Type: Checking

Payment Summary

NAME	AMOUNT
[REDACTED] - Delinquent Membership Fee	\$5.00
[REDACTED] - National Membership	\$30.00
JAS [REDACTED] EN - National Membership	\$30.00
JAS [REDACTED] EN - Delinquent Membership Fee	\$5.00

Buttons: Cancel, Submit

Billing information (must be filled in completely)

Options to pay (credit card or bank information)

Bank information – bank name must match statement name
Verify routing and account number and type account

Submit payment

Paying by Credit Card

Amount to pay Members and amounts

Pay Dues

Amount: 70.00

Payment Summary

NAME	AMOUNT
Delinquent Membership Fee	\$5.00
National Membership	\$30.00
JAS [redacted] N - National Membership	\$30.00
JAS [redacted] N - Delinquent Membership Fee	\$5.00

Billing information (must be filled in completely)
(must be billing address of credit card)

Options to pay (credit card or bank information)

Credit Card information

Submit payment

Cancel Submit

